

STANDARD FORM 64  
October 1966  
U.S. CIVIL SERVICE COMMISSION  
General Personnel Manual Ch. 11  
66-102

**SECRET**

# Official Personnel Folder

**SECRET**

RETURN TO RECORDS SECTION  
IMMEDIATELY AFTER  
JOB 75-132 FOR 24

437115



9 JUN 68  
9 JUN 68

TERMINATED

COPIED

SECRET

REPRODUCTION MASTERS

SECRET

FIGGRAP

BIOGRAPHIC PROFILE

SECRET

H a n d l e   W i t h   C a r e

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 27 Dec 72				
1. SERIAL NUMBER										2. NAME (Last, First, Middle)				
3. NATURE OF PERSONNEL ACTION RETIREMENT (CIARDS) VOLUNTARY					4. EFFECTIVE DATE REQUESTED MONTH: 12, DAY: 31, YEAR: 73			5. CATEGORY OF EMPLOYMENT REGULAR						
6. FUNDS		7. TAN AND NSCA		8. LEGAL AUTHORITY (Completed by Office of Personnel) Public Law 88-643 Section 233		9. ORGANIZATIONAL DESIGNATIONS DDO/PLANS STAFF CAREER MANAGEMENT GROUP		10. LOCATION OF OFFICIAL STATION WASH., D.C.						
11. POSITION TITLE OPS OFFICER - CH					12. POSITION NUMBER 0049		13. CAREER SERVICE DESIGNATION D							
14. CLASSIFICATION SCHEDULE (G.S., I.M., etc.) CS			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 17 X 5		17. SALARY OR RATE \$ 36,000							
18. REMARKS Supergrade Blank LAST WORKING DAY 28 Dec 73 Coordinated with [ ] / ROB 27 December 1973														
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19B. SIGNATURE OF SUPERVISING OFFICER				DATE SIGNED 27 Dec 73				
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL														
19. ACTION CODE 45 10		20. EMPLOY. CODE		21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REG. NO.		34. SER		
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI/HEALTH INSURANCE		40. SOCIAL SECURITY NO. 254-150814				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT.		43. FEDERAL TAX DATA				44. STATE TAX DATA				
45. POSITION CONTROL CERTIFICATION 12-27-73 JHR JAN				46. D.O. APPROVAL [Signature]		DATE APPROVED 27 DEC 1973								

FORM 1152

USE PREVIOUS EDITION

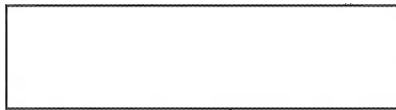
SECRET

CLASSIFIED BY: 01-0352

14-2  
APLAR

(4)

3 APR 1974



Dear Pete:

I am happy to send to you, under separate cover, your Agency Retirement Medallion. The Medallion is a tangible form of recognition and appreciation of your service to the Agency. It should serve as a lasting reminder of an honorable career, rewarding associations and the knowledge that you played your part in a vital activity.

Let me, therefore, add my congratulations and wish you the very best for the future.

Sincerely,

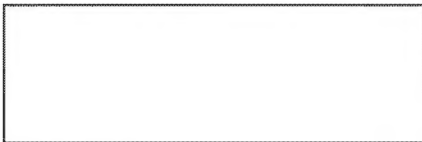
F. W. M. Janney  
Director of Personnel

Distribution:  
0 - Addressee  
✓ - OPF

OP/RAD/ROB/[redacted] (26 March 1974)

Executive Registry  
74-522

26 JAN 1974



Dear Pete,

As you reach the end of your active career of Government service, I want to join your friends and colleagues in wishing you continued success and satisfaction in your retirement.

You have been privileged to face the challenge of important responsibilities during your many years of service to your country. The success with which you have met this challenge should be a source of lasting pride and satisfaction to you.

May I extend to you, personally and officially, my sincere appreciation for the important work you have done and my warmest hopes that you will find full enjoyment in the years ahead.

Sincerely,  
W. E. Colby

W. E. Colby  
Director

- Distribution:
- 0 - Addressee
- 1 - DDCI
- 1 - ER
- 1 - D/Pers
- 1 - OPF
- 1 - ROB Soft File
- 1 - ROB Reader

Originator: W. E. Colby  
Director of Personnel

23 JAN 1974

OP/RAD/ROB/[redacted]/3257 (17 January 1974)

OFF

TSD

29 January 1974

MEMORANDUM FOR: Chief, Plans Staff  
 THROUGH : Deputy Director for Operations  
 SUBJECT : Distinction Medal  
 for [redacted]

The Honor and Merit Awards Board is pleased to notify you that the Distinguished Intelligence Medal has been approved for [redacted] and requests that you inform him of the award. Arrangements for presentation may be made with the Executive Secretary, Honor and Merit Awards Board, extension 3645, room 412, Magazine Building.

[redacted]

Recorder  
Honor and Merit Awards Board

- Distribution:
- OG 1 - Addressee
  - 1 - OPF w/forms 582 & 600
  - 1 - Exec Sec/HMAB
  - 1 - Recorder/HMAB

REPORT OF HONOR AND MERIT AWARDS BOARD		Executive Registry 74-196	DATE 18 December 1973
The Honor and Merit Awards Board having considered a recommendation that:			
OFFICE OF ASSIGNMENT DO/CMG		SD D	SCHEDULE GRADE GS 17
SEX M		TYPE EMPLOYEE Staff	
STATION			
<input type="checkbox"/> FOR HEROIC ACTION OR <input checked="" type="checkbox"/> FOR MERITORIOUS SERVICE OR ACHIEVEMENT DURING THE PERIOD <b>September 1952 - December 1973</b> <input type="checkbox"/> RECOMMENDS APPROVAL <input type="checkbox"/> DOES NOT RECOMMEND APPROVAL <input checked="" type="checkbox"/> RECOMMENDS AWARD OF <b>Distinguished Intelligence Medal</b>			
UNCLASSIFIED CITATION			
<p>[redacted] is hereby awarded the Distinguished Intelligence Medal in recognition of his outstanding achievement with the Central Intelligence Agency for more than 23 years. Serving in a series of responsible senior positions both in headquarters and abroad, Mr. Wheeler has compiled an enviable record of achievement. Demonstrating deep integrity and total dedication, his performance has been characterized by creativity, and superb leadership. [redacted] devotion and professionalism have been evident throughout his career, reflecting the highest credit on him and the Federal service.</p>			
REMARKS			
(Recommendation approved by DD/O on 10 December 1973)			
APPROVED		SIGNATURE	
[Signature] DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE 9 JAN 1974 DATE		(signed on original) TYPED NAME OF RECORDER B. L. Au 'n, Jr.	
TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD		SIGNATURE	
F. W. M. Janney		(signed on original) TYPED NAME OF RECORDER B. L. Au 'n, Jr.	

SECRET  
(When Filled In)

OFF

RECOMMENDATION FOR HONOR OR MERIT AWARD (Submit in triplicate - see HP 20-57)				
<b>SECTION A PERSONAL DATA</b>				
1. EMP. SER. NO.	2. NAME OF PERSON RECOMMENDED (Last, First, Middle)	3. POSITION TITLE	4. GRADE	5. DO
		Ops Off/Chief	GS-17	D
6. OFFICE OF ASSIGNMENT	7. OFFICE (EST. #/FPO)	8. STATION		
DDO/CMG	4103	X Headquarters		
9. HOME ADDRESS (No., St., City, State, ZIP Code)		10. HOME PHONE		
		11. CITIZENSHIP AND HOW ACQUIRED		
		U.S., Birth		
12. RECOMMENDED AWARD		13. IF RETIRING, DATE OF RETIREMENT		14. POSTHUMOUS
Intelligence Medal of Merit		31 December 1973		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
15. NAME OF NEXT OF KIN	16. RELATIONSHIP	17. HOME ADDRESS (No., St., City, State, ZIP Code)		18. HOME PHONE
	Wife	same as above		None
<b>SECTION B RECOMMENDATION FOR AWARD FOR HEROIC ACTION OR ACCEPTANCE OF HAZARD</b>				
19. WERE YOU AN EYEWITNESS TO THE ACT? YES <input type="checkbox"/> NO <input type="checkbox"/>				
PERSONNEL IN IMMEDIATE VICINITY OR WHO ASSISTED IN ACT OR SHARED IN SAME HAZARD:				
20. FULL NAME	21. ORGN. TITLE	22. GRADE	23. OFFICE OF ASSIGNMENT	
LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN ACT:				
24. FULL NAME	25. AWARD RECOMMENDED			
CONDITIONS UNDER WHICH ACT WAS PERFORMED:				
26. LOCATION	27. INCLUSIVE DATES		28. TIME OF DAY	
29. PREVAILING GEOGRAPHIC CONDITIONS AND OBSTACLES ENCOUNTERED				
30. DATES FOR WHICH AWARD RECOMMENDED	31. ASSIGNMENT COMPLETED		32. NOW IN SAME OR RELATED ASSIGNMENT	
	YES <input type="checkbox"/> NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>SECTION C RECOMMENDATION FOR AWARD FOR ACHIEVEMENT, SERVICE, OR PERFORMANCE</b>				
33. DO YOU HAVE PERSONAL KNOWLEDGE OF THE SERVICE OR PERFORMANCE? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				
34. OFFICIAL ASSIGNMENT OF PERSON RECOMMENDED AT TIME OF SERVICE OR PERFORMANCE				
Ops Officer/Chief				
35. COMPONENT OR STATION (Designation and location)				
CMG/				
36. DUTIES AND RESPONSIBILITIES OF ASSIGNED POSITION				
Chief,				
37. INCLUSIVE DATES FOR WHICH RECOMMENDED	38. ASSIGNMENT COMPLETED		39. NOW IN SAME OR RELATED ASSIGNMENT	
Sept 1952-December 1973	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
PERSONNEL WHO ASSISTED OR CONTRIBUTED SUBSTANTIALLY TO THE SERVICE OR PERFORMANCE				
40. FULL NAME	41. ORGN. TITLE	42. GRADE	43. OFFICE OF ASSIGNMENT	
LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN THE PERFORMANCE				
44. FULL NAME	45. TYPE OF AWARD			



(When filled in)

OFF

**SECTION D NARRATIVE DESCRIPTION**

**Award for Merit Action, or Acceptance of Hazard:** Was act voluntary? Describe why act was outstanding, and if it was more than normally expected. Explain why, and how. If an aerial or marine operation, describe type and position of craft, crew position of individual, and all unusual circumstances. Indicate results of the act. Enclose unclassified citation.

**Award for Achievement, Service, or Performance:** State character of service during period for which recommended. (Give complete description of administrative, technical, or professional duties and responsibilities if not covered in Section C; include dates of assignment and relief.) What did the individual do that merits the award? Why was this outstanding when compared to others of like grade and experience in similar positions or circumstances? If appropriate, include production records and assistance rendered by other persons or units. What obstacles were encountered or overcome? Indicate results of achievement, service, or performance. Include reference to fitness reports, Letters of Commendation, or other documentation already on file which supports this recommendation. Enclose unclassified citation.

[Redacted]

[Redacted] outstanding characteristics are his integrity and total dedication. He is a natural leader, bright and original. He has a creative mind, is articulate and rational. He has excellent recall, is a gifted administrator and manager. He is a searching individual who is totally committed and has the high regard of most of the elements comprising the DDO. During his tenure he has received laudatory commendations for his efforts.

[Redacted] has made a valuable contribution to the Agency during his extended career and it is fitting that upon retirement after such a distinguished career, he be awarded the Intelligence Medal of Merit.

CONTINUED ON ATTACHED SHEET

46. ENCLOSURES (List individually) IF ORIGINATOR IS NOT AN EYEWITNESS OR DOES NOT HAVE PERSONAL KNOWLEDGE OF THE ACT OR PERFORMANCE. ATTACH AFFIDAVITS OF EYEWITNESS OR INDIVIDUALS HAVING PERSONAL KNOWLEDGE OF THE FACTS.

1. PROPOSED CITATION
- 2.
- 3.

47. RECOMMENDATION INITIATED BY  [Redacted]	48. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMENDATION  [Redacted]	49. DATE  10 Dec 77
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**SECTION E RECOMMENDATION FORWARDED THROUGH OFFICIALS CONCERNED FOR THEIR INFORMATION**

50. HEAD OF DDO CAREER SERVICE (Career Service of nominee)	TITLE AND SIGNATURE  See Item # 52	DATE
51. DEPUTY DIRECTOR OF CAREER SERVICE	TITLE AND SIGNATURE  See Item # 52	DATE
52. DEPUTY DIRECTOR OF OPERATING COMPONENT	TITLE AND SIGNATURE  William E. Nelson	DATE  11 Dec 77

SECRET

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED  
18 September 1973

1. SERIAL NUMBER  
2. NAME (Last-First-Middle)

3. NATURE OF PERSONNEL ACTION  
Reassignment

4. EFFECTIVE DATE REQUESTED  
MONTH DAY YEAR  
09 18 73

5. CATEGORY OF EMPLOYMENT  
Regular

6. FUNDS  
V TO V  
V TO CF  
CF TO V  
CF TO CF

7. FINANCIAL ANALYSIS NO. CHARGEABLE  
4421-0117/0000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS  
DDO/Plans Staff  
Career Management Group

10. LOCATION OF OFFICIAL STATION  
Washington, D. C.

11. POSITION TITLE  
Ops Officer-Ch

12. POSITION NUMBER  
0049

13. CAREER SERVICE DESIGNATION  
D

14. CLASSIFICATION SCHEDULE (GS, LR, etc.)  
GS

15. OCCUPATIONAL SERIES  
0136-01

16. GRADE AND STEP  
17/4

17. SALARY OR RATE  
\$36,000

18. REMARKS  
Reassigned from DDO/PS/CNG Pending Reassignment  
\* *Robertson*  
\* *Super blurb*

19A. SIGNATURE OF REQUESTING OFFICIAL  
DATE SIGNED  
7/17/73

19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER  
DATE SIGNED

SPACES SET-UP FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL  
19. ACTION CODE  
20. EMPLOY CODE  
21. OFFICE CODE  
22. STATION CODE  
23. REPORT CODE  
24. REPORT DATE  
25. DATE OF BIRTH  
26. BIRTH PLACE  
27. BIRTH OF US  
28. DATE OF ENTRY  
29. SPECIAL REFERENCE  
30. DEPARTMENT DATA  
31. DEPARTMENT DATA CODE  
32. RESIDENCE VERIFICATION DATA  
33. SECURITY NO. B3  
34. SEX  
35. VET. PREFERENCE  
36. VET. COMP. DATE  
37. LEAVE DATA  
38. LEAVE DATA CODE  
39. CAREER CATEGORY  
40. AFEEL STATUS UPGRADING  
41. SOCIAL SECURITY NO.  
42. PERIODS OFFICIAL GOVERNMENT SERVICE  
43. LEAVE DATA  
44. PERIODS TAX DATA  
45. SOCIAL SECURITY DATA  
46. POSITION CONTROL CATEGORIZATION  
47. DATE APPROVED  
48. DATE APPROVED

4-13  
H-31

18a

SECRET  
(When Filled In)

# REQUEST FOR PERSONNEL ACTION

DATE PREPARED  
9 July 1973

1. SERIAL NUMBER [ ] NAME (Last-First-Middle) [ ]

2. NATURE OF PERSONNEL ACTION  
**REASSIGNMENT**

4. EFFECTIVE DATE REQUESTED  
MONTH DAY YEAR  
**07 01 73**

3. CATEGORY OF EMPLOYMENT  
**REGULAR**

6. PRIOR POSITIONS  
X V TO V  
CF TO V

7. PAY AND NSCA  
**4221-2975 0000**  
0117

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS  
**DDO/PLANS STAFF  
UNASSIGNED Career management Group  
Pending Reassignment**

10. LOCATION OF OFFICIAL STATION  
**WASH., D.C.**

11. POSITION TITLE  
**OPS OFFICER CH**

12. POSITION NUMBER  
**0000**

13. CAREER SERVICE DESIGNATION  
**D**

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)  
**GS**

15. ORGANIZATIONAL SERIES  
**0136.01**

16. GRADE AND STEP  
**17 4**

17. SALARY OR RATE  
**\$36000**

18. REMARKS  
**FROM: DDP/[ ]/BY COMP/9997**

19. SIGNATURE OF REQUESTING OFFICIAL [ ] DATE SIGNED [ ]

### SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

20. AGENCY USE ONLY	21. OFFICE CODES	22. SYMBOLS	23. INTEGRAL CODE	24. REPORTS	25. DATE OF BIRTH	26. RATE OF GRADE	27. SEX OF EMP
30	10	30135 PS	75013	1			
28. HR EXPRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CORRELATION DATA	EOD DATA		33. SECURITY DES NO.
							34. SEC
35. DES FEEDBACK	36. SERV. EMP. DATE	37. LEAVES (EMP. SER.)	38. CAREER CATEGORY	39. FLIGHT/HEALTH INSURANCE	40. YEAR SECURITY NO.		
41. PERSONNEL OFFICER GOVERNMENT SERVICE	42. LEAD CAP	43. FEEDBACK DATA	44. STATE SER. NO.	45. HEALTH INSURANCE CODE			
46. REGISTRY CONTROL CERTIFICATION	47. APPROVAL			48. DATE APPROVED			
7-16-73	[ ]			24/7/73			

SECRET

31 JAN 1973

Dear [redacted]

At the direction of the Deputy Director for Plans you served from 6 November to 17 November 1972 as a member of the Clandestine Service [redacted]

Sub-Panel convened for the purpose of evaluating GS-12 Staff and Career Agent personnel [redacted]

I know that this work was particularly demanding. Your full-time participation and the diligent application of your professional experience were decisive factors in the successful accomplishment of this aspect of the [redacted] missions.

I wish to commend you personally for your contribution to our evaluation procedures each phase of which helps to strengthen the Clandestine Service Career Service.

A copy of this letter will be included in your official personnel file.



SECRET

[redacted]

C-O-N-F-I-D-E-H-T-I-A-L

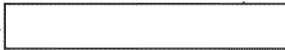
12 July 1972

Dear Pete,

I want to thank you personally for your fine work as a member of the GS-15 Evaluation Board which convened from 15 May to 16 June 1972. I know that this work has been particularly demanding. Your full-time participation and diligent application of your professional experience have been decisive factors in the successful accomplishment of the Board's missions. I know that your recommendations will provide a reliable base for the Clandestine Service Career Service Board and myself in arriving at a final promotion list.

Your wise and energetic participation in the evaluation process has helped to strengthen the Clandestine Service by objectively identifying those officers whose performance, qualifications and potential mark them as especially fitted for senior positions of leadership.

Thomas H. Karabessines  
Deputy Director for Plans



C-O-N-F-I-D-E-H-T-I-A-L

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED  
22 February 1972

1. SERIAL NUMBER / 2. NAME (Last-First-Middle)

3. NATURE OF PERSONNEL ACTION  
Reassignment

4. EFFECTIVE DATE REQUESTED  
MONTH DAY YEAR  
03 | 09 | 72

5. CATEGORY OF EMPLOYMENT  
Regular

6. FUNDS  
X V TO V V TO O  
O TO V O TO O

7. FINANCIAL ANALYSIS NO. CHARGEABLE  
2231-4148

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS  
DDP/  
Development Complement

10. LOCATION OF OFFICIAL STATION  
Washington, D. C.

11. POSITION TITLE  
Ops Officer - Ch

12. POSITION NUMBER  
9997

13. CAREER SERVICE DESIGNATION  
D

14. CLASSIFICATION SCHEDULE (GS, LB, HR.)  
GS

15. OCCUPATIONAL SERIES  
0136.01

16. GRADE AND STEP  
17 4

17. SALARY OR RATE  
\$ 36,000

18. REMARKS  
\*Koyne  
From MPS, Position # 0001  
Concur: [ ] (telecoord)  
MIPS

cc: Payroll  
cc: Security  
DB 3/20

DATE SIGNED  
27 Feb 72  
DATE SIGNED  
9 MAR 1972

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 20. EMPLOY. CODE 21. OFFICE CODING 22. STATION CODE 23. INTEGRATE CODE 24. MONTHS CODE 25. DATE OF BIRTH 26. DATE OF GRADE 27. DATE OF LEO 28. NTE EXPIRES 29. SPECIAL REFERENCE 30. RETIREMENT DATA 31. SEPARATION DATA CODE 32. CORRECTION/CONVERSION DATA 33. SECURITY REQ. NO. 34. SER 35. YET. PREFERENCE 36. SERV COMP DATE 37. LOBB. COMP. DATE 38. CAREER CATEGORY 39. FEGLI/HEALTH INSURANCE 40. SOCIAL SECURITY NO. 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE 42. LEAVE CAT. CODE 43. FEDERAL TAX DATA 44. STATE TAX DATA 45. POSITION CONTROL CERTIFICATION 46. OP. APPROVAL DATE APPROVED

I  
H-2

7  
36

FORM 1152 USE PREVIOUS EDITION

SECRET

20 MAR 1972

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

143

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER										24 November 1971	
2. NAME (Last-First-Middle)											
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT		
Promotion						MONTH DAY YEAR 11 28 71			Regular		
6. FUNDS				7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)					
X V TO V O TO V				2221-2886-0000							
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/Missions & Programs Staff Office of the Chief						Washington, DC					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
Ops Officer - Ch (181)						0001		D			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136:01		GS-17 4		\$ 35,801			
18. REMARKS											
cc: Payroll											
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
										24 Nov 71	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES		22. SECTION CODE	23. INTEGRAL CODE	24. HOURS CODE	25. DATE OF BIRTH		26. DATE OF GRACE		27. DATE OF IET
22	10	52110 MAPS		15013		1	MO. DA. YR.		MO. DA. YR.		11 28 71
28. WTE EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA			33. SECURITY REQ. NO.		34. SEX
MO. DA. YR.			1-ESC 2-GRAD 3-FICA 4-OTHER			TYPE MO. DA. YR.			EOD DATA		
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LEAVE COMP. DATE		38. CAREER CATEGORY		39. FEEDBACK INSURANCE		40. SOCIAL SECURITY NO.	
CODE		MO. DA. YR.		MO. DA. YR.		L3/REG PROV/TEMP		CODE CODE 1-REG 2-REG/OPT 3-UNEMPLOYABLE		HEALTH INS. CODE	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			
CODE						FORM EXECUTED CODE NO. TAX EXEMPTIONS		FORM EXECUTED CODE NO. TAX STATE CODE			
0-NO PREVIOUS SERVICE 1-NO ENTRY IN SERVICE 2-ENTRY IN SERVICE (LESS THAN 3 YEARS) 3-ENTRY IN SERVICE (MORE THAN 3 YEARS)						1-YES 2-NO		1-YES 2-NO			
45. POSITION CONTROL CERTIFICATION						46. O.P. APPROVAL			DATE APPROVED		
11-26-71 WJ						Harry B. Fisher			1 Dec 71		

FORM 970 1152 USE PREVIOUS EDITION

SECRET

GRC EMPLOY FOR RETIREMENT DOWNLOADING AND RECLASSIFICATION

(4)

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

5 March 1971

1. SERIAL NUMBER	2. NAME (Last-First-Middle)

3. NATURE OF PERSONNEL ACTION Reassignment and Transfer to Vouchered Funds	4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 03 21 71	5. CATEGORY OF EMPLOYMENT Regular
---	---	--------------------------------------

6. FUNDS V TO V X OF TO V	7. FINANCIAL ANALYSIS NO. CHARGEABLE 1221-2886	8. LEGAL AUTHORITY (Completed by Office of Personnel)
---------------------------------	---	---

9. ORGANIZATIONAL DESIGNATIONS DDP/Missions and Programs Staff Office of the Chief	10. LOCATION OF OFFICIAL STATION Washington, D. C.
--	---

11. POSITION TITLE Ops Officer - Ch	12. POSITION NUMBER 0001	13. CAREER SERVICE DESIGNATION D
--	-----------------------------	-------------------------------------

14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 16 6	17. SALARY OR RATE \$ 32,819 ✓
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18. REMARKS  
From MPS Position # 0008

cc: Security  
cc: Payroll

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED 5 March 1971	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED 2/27/71
---------------------------------------	-----------------------------	--	------------------------

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 16	20. EMPLOY. CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 52100 MPS	22. STATION CODE 75013	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
28. NTE EXPANSY MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-YES 2-OPEN 3-PLA 4-NONE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REQ. NO.	34. SEA	EOD DATA →	
35. PFT. PREFERENCE CODE 1-NO 2-1 PT. 3-10 PT.	36. SERV. CORP. DATE MO. DA. YR.	37. LONG CORP. DATE MO. DA. YR.	38. CAREER CATEGORY CODE CAB/RES/PROF/TEMP	39. PFT. HEALTH INSURANCE CODE 1-YES 2-NO	40. SOCIAL SECURITY NO.			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO GREAR IN SERVICE 2-GREAR IN SERVICE (LESS THAN 3 YEARS) 3-GREAR IN SERVICE (MORE THAN 3 YEARS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO	44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPT. STATE CODE 1-YES 2-NO					

45. POSITION CONTROL CERTIFICATION 3-2-71	46. O.P. APPROVAL Harry B. Files	DATE APPROVED 8 March 71
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UNITED STATES GOVERNMENT

U.S. CIVIL SERVICE COMMISSION

# Memorandum

**Subject:** Completion of "The Winter Program for FEI Executives" at the Federal Executive Institute in Charlottesville, Virginia  
**From:** *Nancy W. Dalton*  
Nancy W. Dalton  
Registrar, Federal Executive Institute

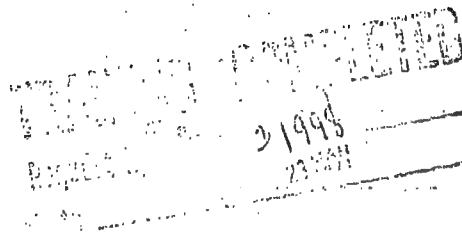
MAR 4 1971

Date:  
In Reply Refer To:

Your Reference:

**To:** [Redacted]  
Registrar, Office of Training  
Central Intelligence Agency  
Washington, D. C. 20505

This is official notice that [Redacted] has satisfactorily completed the "Winter Program for FEI Executives" at the Federal Executive Institute, Charlottesville, Virginia. This session of that educational program was held from February 28 - March 2, 1971. One copy of this memorandum is intended for filing in the employee's official personnel folder and the other copy for routing to the employee's immediate supervisor.



Keep Freedom in Your Future With U.S. Savings Bonds

CSC FORM 631  
NOVEMBER 1961

SECRET

23 February 1971

MEMORANDUM FOR: Secretary, CSCS Board

SUBJECT: Recommendation for Promotion -

[REDACTED]

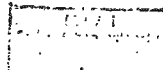
1. As one of the final acts in my CIA career I want to bring to your attention and add my strong concurrence and recommendation to two (2) recorded recommendations for the promotion of [REDACTED] to the grade GS-17. I find it hard to imagine a more persuasive recommendation for this action than that forwarded by my predecessor in June 1969 (Attached). I can imagine [REDACTED] feeling when he prepared the second recommendation in February 1970 (Attached). And yet, I find in February 1971 there has still been no action. In the year that has passed this promotion has become even more deserved, for despite the natural disappointment accompanying such a continuing lack of recognition, there has been no diminution of enthusiasm, no lowering of standards, and the CS is clearly better managed because of his continuing efforts. Were these two previous recommendations not so clear cut and descriptive, I would conclude that those in control simply do not know what this officer does and has done. Knowing what he does and how he does it should not continue to be unrewarded and, hence, I add my strongest recommendation for early and favorable action.

2. This officer has performed in a most outstanding manner, as testified in his fitness reports by my predecessor, and certainly during my tenure as Chief, MPS for the past 12 months.

[REDACTED]

Chief, Missions and Programs Staff

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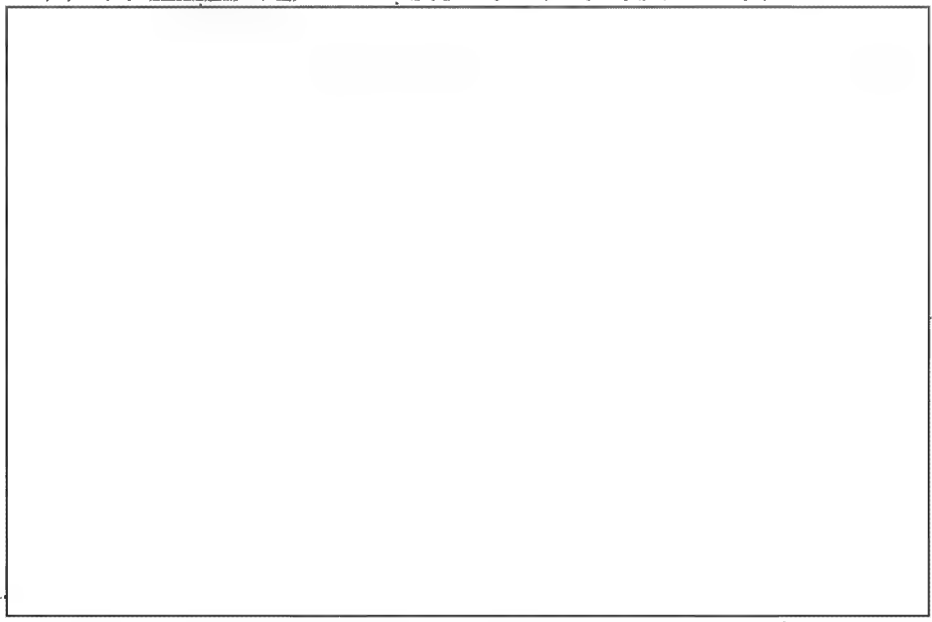
SECRET

5 JUN 1969

MEMORANDUM FOR: Secretary, Clandestine Service Career Service Board

SUBJECT: Recommendation for the Promotion of [redacted] to GS-17

1. It is recommended that [redacted] be promoted to GS-17.



4. In his present position as Chief of Programs Group in the Missions and Programs Staff, [redacted] is responsible for liaison between the CS and the CFPB on the PPS System and non-budgetary matters; installing the EPB System

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within the CS; advising and assisting CS components in the preparation of Operating Directives and the program portions of the annual responses to the Program Call; chairing the Program Review Panel; preparing and/or coordinating special studies and surveys on operational programs; coordinating and preparing the annual DDP report to the PFIAB; preparing the annual DDP briefing of the DCI on CS problems and progress; and, as required, advising CS components on the requirements of PPBS that need to be addressed in CS documents requiring DCI or Executive Director-Comptroller action.

5. In his previous assignment [redacted] was detailed to OEPB to give that office, in the preparation of Agency programs for submission to the Bureau of the Budget, a better understanding of clandestine collection and covert action, to help that office better review and integrate CS programs in Agency programs, and to give him a broad view of the PPB System and Agency management in both of which he had shown considerable interest. His performance in that office was rated "Strong," and it was on that performance and on his genuine enthusiasm and interest in management generally that his services were sought for OPS.

6. In the performance of his duties as Chief, OPS/PRG he made immediate use of his long experience in and knowledge of CS operations, the experience and knowledge gained in OEPB, his formal education in the PPB System, and a strong belief in and desire to put to work within the CS certain concepts of that system for general and specific management improvement. Given the idiosyncrasies of the CS, he recognized early that in order to make the PPB system work effectively knowledge of the "why" and "how" of that system must be possessed at every decision-making level. With limitless energy and enthusiasm he set about "preaching the gospel" from division chief to case officer. Whenever and wherever a formal group is assembled and management is a topic for discussion, the Office of Training can count on him to drop everything and hold forth on the subject, be it the Senior Management and Planning Course (whether for supergrades or below), Station Chief Conferences, the CS Senior Seminar (now in session) and the like. Acting as the DDP/TRD's right arm to encourage attendance at the Senior Management and Planning Course he has crusaded with division and staff chiefs for the attendance of certain of

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their key employoon. To date upwards of 100 from the CS have attended that course with many more to follow. With some of those same senior officials he has argued the benefits ultimately to accrue to their components from the temporary assignment of a senior key official for a year or two to HPS and/or CPPB and eventual return to the mother component. One such arrangement, with duty in CPPB, has just been completed. His tactful, understanding, friendly, businesslike, professional and competent handling of the chairmanship of the PRP and the reviews of the Operating Directive and country activities conducted by that Panel leaves little to be desired. Regarding the PPB System, he reads everything, pro and con, that comes to his attention, and he has spent a fair sum out of his own pocket to build a library on the subject. He has persuaded potential converts to the system to read those books, magazines, periodicals and pamphlets to the end that most of that library is on constant loan. His insatiable appetite for news on current as well as historical domestic and foreign matters, his excellent sense of humor, and his genuine friendliness are invaluable assets in his present assignment inasmuch as they have given him such a wide range of acquaintances, in and out of the CS, as to open wide the door for discussion on HPS responsibilities that are anything but soxy. He is so highly regarded by his contacts in the divisions and staffs of the CS and in CPPB that his advice and guidance are constantly sought. He gives of his time and energy willingly, regardless of the grade of the individual or the magnitude of the problem. His enthusiasm is catching and he sets an excellent example for subordinates, equals and superiors as well.

7. In view of the above, [redacted] a broadgauged, fast moving, competent, dedicated, sincere and friendly individual who has not yet reached his full potential, whose goal is to make the clandestine service the best managed directorate in CIA, and who will soon have served five years in grade, is strongly recommended for promotion to GS-17.

[redacted]  
Chief, Missions and Programs Staff

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9 February 1970

MEMORANDUM FOR: Secretary, Clandestine Service  
Career Service Board

SUBJECT: Recommendation for the Promotion  
of [redacted] to GS-17

1. It is recommended that [redacted] be promoted to the grade GS-17.

2. By memorandum dated 5 June 1969 the undersigned recommended [redacted] for promotion. In that memorandum was set out the career of [redacted] from the date he completed college (1942) until June 1969, and was described his wartime (1942-1945), immediate post-war (1946-1952) and Agency (1952-to June 1969) experience, all in the field of intelligence. Since it is the opinion of the undersigned that the Board should have the benefit of all the facts stated in that memorandum and since there is no change in the contents thereof, I hereby incorporate by reference the memorandum of 5 June 1969, make it part hereof and attach it hereto as a significant part of the present memorandum.

3. The time passed since 5 June 1969 has served only to confirm my conviction in Mr. Wheeler's true value to the CS. He has continued the strong leadership of the Program Review Panel and his subordinates. His unbounded energy and incessant championing of the applicable principles of the PPS System have resulted in office chiefs or other most senior officials appearing before the last Program Review Panel apparently interested and better prepared than ever before. His obvious sincerity and friendly and intelligent approach to the job have convinced many of the need for the better management of their affairs. This is no mean accomplishment in a world where the normal human resents

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even constructive criticism. [redacted] is so dedicated to making the CS the best managed component in the Agency that he continues to spend his own earnings on books and periodicals on the subject of management and to encourage interested parties to read them and pass them on to others.

4. The undersigned is aware that for the past six (6) months a private interest has dangled an impressive carrot in front of [redacted] in an attempt to induce him to retire and represent overseas the interests of that private concern. This fact is not to be considered by the Board as a sword of Damocles. It is simply to bring to the Board's attention that if a promotion at this time should serve to dissuade [redacted] from accepting the proffered job, the Board would have been instrumental in retaining for the CS in the management field one of the most dedicated, friendly, readily accepted, knowledgeable, industrious and qualified officers in the Agency.

5. In view of paragraph 3 above, the contents of the attachment hereto, and his potential for further growth, [redacted] is strongly recommended for promotion to Grade GS-17.

[redacted]  
Chief, Missions and Programs Staff

Attachment: a/s

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ADMINISTRATIVE INTERNAL USE ONLY

1970

MEMORANDUM FOR :   
THROUGH : Head of Career Service  
SUBJECT : Retirement Planning

1. In order to assist employees in planning for their eventual retirement, it is the practice of the Agency to notify each employee at a point in service five years prior to the date of scheduled retirement. I am, therefore, taking this opportunity to advise you that you are scheduled to retire in October 1975.
2. The prospect of retirement from the Agency deserves serious thought and careful planning so that you may make the transition to the next phase of life with purpose and confidence. To assist you in this regard, the Agency will make available to you various resources which are attuned to the needs of prospective retirees. In October 1970, the Agency will conduct a Retirement Information Seminar to which you will be invited. Your spouse, if you are married, may accompany you to this seminar. Following the seminar, you will be invited by the Retirement Counselor for your Directorate to an individual pre-retirement counseling session (or more than one, if you wish); this phase of retirement planning will be tailored solely to your own particular situation and circumstances and will be within the context of the retirement system under which you will retire. The individual counseling sessions are intended to give you a wide range of information on such matters as estimates of your annuity, survivor benefits, life and health insurance, Social Security taxes, relocation and movement of household effects and assistance in obtaining other employment, if appropriate. In addition to the sessions with your Retirement Counselor, you will be invited to avail yourself of selected literature on all aspects of retirement.
3. Some persons who wish to retire voluntarily prior to the scheduled date, or who wish to commence their planning as early as possible, prefer to work with their Retirement Counselor well before the time he would normally contact them. If you believe you would benefit from such an earlier start on your personal planning, you are invited to contact the Retirement Counselor responsible for your Directorate. He is assigned from your Directorate to the Retirement Affairs Division, 212 Magazine Building in Rosslyn, on telephone extension 3328.
4. Experience has amply demonstrated that careful planning facilitates the transition to retirement. I recommend, strongly, that you avail yourself of the services the Agency offers you in planning your own retirement.

H. S. Wattlea  
Director of Personnel



ADMINISTRATIVE - INTERNAL USE ONLY

13 MAR 1970

MEMORANDUM FOR :

THROUGH : Administrative Officer, MPS

SUBJECT : Purchase of Service Credit

1. This is to advise you that your application to purchase service credit under the CIA Retirement and Disability System has been processed. The amount of \$437.00 will be required to purchase credit for the period 18 June 1946 through 17 June 1947 when no deductions were withheld from your salary. Under the current provisions of the CIA Retirement System, payment of the above amount will increase your annuity by approximately 2 per cent of your high-three average salary at the time of retirement. The amount due includes interest to the present date.

2. It should be explained that under the CIA Retirement and Disability System, all periods of creditable Federal civilian service during which retirement deductions were not taken from salary must be purchased by making a deposit in order for the time to be counted in the computation of the retirement annuity. Under the Civil Service Retirement System, such periods of Federal service are always creditable in the computation of annuity, but if not purchased, the annuity is reduced by 10 per cent of the amount due. For example, if a deposit of \$1,000 is required to purchase credit for those periods of service during which no deductions were withheld from salary, and it is not paid, the basic annuity would be reduced by \$100 per year. If the deposit of \$1,000 is paid, the retiree would have to wait 10 years to recover his own deposit before profiting from the payment.

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ADMINISTRATIVE-INTERNAL USE ONLY

-2-

3. The Agency has as an aim: legislatively to secure the Civil Service option, i. e., credit for periods of non-deduction service without prior payment therefor, but with reduction of the basic annuity by 10 per cent of the amount due. Therefore, you may wish to consider deferring payment. You should be aware that the interest on the amount due will continue to accumulate at the rate of 3 per cent compounded annually if you decide to defer. For example, if it would take \$1,000 to purchase credit today, the amount due one year later would be \$1,030.

4. After consideration of the above options, if you wish to purchase credit for the period of non-deduction service noted in paragraph 1, please make your check payable to the Treasurer of the United States and forward it to the Chief, Retirement Operations Branch, 205 Magazine Building. If you prefer, you may make installment payments or arrange for bi-weekly payroll allotments of \$25.00 or multiples thereof. A receipt showing a statement of your account will be sent to you acknowledging each payment.

FOR THE DIRECTOR OF PERSONNEL



Chief, Retirement Affairs Division

Distribution:

- O - Addressee
- 1 - D/Pers
- 1 - OPF
- 1 - ROB Soft File
- 1 - ROB Reader

OP/RAD/ROB/[redacted] (6 March 1970)  
Retyped: OP/RAD/JMG (13 March 1970)

ADMINISTRATIVE-INTERNAL USE ONLY

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Do Not Filled In

<b>REQUEST FOR PERSONNEL ACTION</b>		DATE PREPARED <b>3 June 1968</b>	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)	
3. NATURE OF PERSONNEL ACTION <b>Reassignment</b>		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>06/12/68</b>	
5. FUNDS V IO V CF TO V		6. CATEGORY OF EMPLOYMENT <b>Regular</b>	
7. FINANCIAL ANALYSIS NO. (CHARGES)		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/Missions and Programs Staff Programs Group</b>		10. LOCATION OF OFFICIAL STATION <b>Washington, D. C.</b>	
11. POSITION TITLE <b>Ops Officer (SG)</b>		12. POSITION NUMBER <b>0008</b>	
13. CAREER SERVICE DESIGNATION <b>D</b>		14. CLASSIFICATION SCHEDULE (GS, LS, etc.) <b>GS</b>	
15. OCCUPATIONAL SERIES <b>0136.01</b>		16. GRADE AND STEP <b>16 5</b>	
17. SALARY OR RATE <b>\$ 23,778</b>		18. REMARKS	
<p>Date: _____</p> <p>Security Approval has been granted for this request.</p> <p>1 - CSPS 1 - Security 1 - Payroll</p>			
19A. SIGNATURE OF REQUESTING OFFICIAL		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
DATE SIGNED		DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY CODE	21. SERVICE CODING	22. STATION CODE
<b>37-10</b>	<b>52150</b>	<b>MP3</b>	<b>7503</b>
23. DATE EMPLOY	24. SPECIAL RESERVE	25. RETIREMENT DATA	26. SEPARATION DATA CODE
<b>XXXXXX</b>			
27. MIL. PREFERENCE	28. LEAVE CODE	29. LONG LEAVE DATE	30. EMPLOY CATEGORY
31. PHYSICAL FITNESS (OVERSEAS SERVICE)	32. LEAVE CAT	33. FEDERAL TAX DATA	34. STATE TAX DATA
35. POSITION CONTROL CERTIFICATION		36. APPROVAL	
From O/PPB		HB Fisher	
06-12-68		10 June 68	

H  
36

E  
4

**SECRET**  
REF ID: A68574

<b>REQUEST FOR PERSONNEL ACTION</b>				DATE PREPARED 4 August 1966	
1. SERIAL NUMBER <i>VII</i>		2. NAME (Last-First-Name)  			
3. NATURE OF PERSONNEL ACTION Excepted Appointment <i>Green</i>			4. EFFECTIVE DATE REQUESTED MONTH   DAY   YEAR 7   31   66		5. CATEGORY OF EMPLOYMENT Regular
6. FUNDS V TO V CF TO V		V TO CF X CF TO CF		7. FINANCIAL ANALYSIS NO. CREDITABLE 7114-0001	
9. ORGANIZATIONAL DESIGNATIONS DCI/Office of Planning, Programming and Budgeting Planning and Programming Division Program Analysis Branch			10. LOCATION OF OFFICIAL STATION Washington, D. C.		
11. POSITION TITLE IO - Program Eval			12. POSITION NUMBER 0005		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (G.S. LR. no.) GS		15. OCCUPATIONAL SERIES 0132.70	16. GRADE AND STEP 16 4		17. SALARY OR RATE \$ 22085
18. REMARKS <del>PRA as provided by the provisions of HR 20-17 d(1) for a period of 600</del> <i>year.</i>  <i>C-09-55</i>					
DATE SIGNED  PPH		DATE SIGNED 8/5/66		DATE SIGNED 8/5/66	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. BIRTH CODE 13 10	20. EMPLOY CODE 02350	21. OFFICE CODE NUMERIC 0113	22. STATION CODE ALPHABETIC OPPB	23. INITIATION CODE 15013	24. REPORT CODE 1
25. DATE OF BIRTH MO   DA   YR 12   10   44	26. DATE OF EXPIRE MO   DA   YR 02   29   65	27. DATE OF LAST MO   DA   YR 02   29   65	28. DATE OF BIRTH MO   DA   YR 12   10   44	29. DATE OF EXPIRE MO   DA   YR 02   29   65	30. DATE OF LAST MO   DA   YR 02   29   65
31. SECURITY MO   DA   YR 02   29   65	32. SOCIAL SECURITY NO. 0000 0000 0000	33. SPECIAL REFERENCE 2	34. RETIREMENT DATA CODE 2	35. SEPARATION DATA CODE 1	36. COLLECTION / CANCELLATION DATA MO   DA   YR 02   29   65
37. PREVIOUS MILITARY SERVICE MO   DA   YR 02   29   65	38. SOCIAL SECURITY NO. 0000 0000 0000	39. SOCIAL SECURITY NO. 0000 0000 0000	40. SOCIAL SECURITY NO. 0000 0000 0000	41. SOCIAL SECURITY NO. 0000 0000 0000	42. SOCIAL SECURITY NO. 0000 0000 0000
43. POSITION CONTRACT CERTIFICATION 1	44. SOCIAL SECURITY NO. 0000 0000 0000	45. SOCIAL SECURITY NO. 0000 0000 0000	46. SOCIAL SECURITY NO. 0000 0000 0000	47. SOCIAL SECURITY NO. 0000 0000 0000	48. SOCIAL SECURITY NO. 0000 0000 0000
49. OFF APPROVAL   				DATE APPROVED  	

FORM 1152 USE PREVIOUS EDITIONS

**SECRET**

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

1 August 1966

1. SERIAL NUMBER

060917

2. NATURE OF PERSONNEL ACTION

RESIGNATION

4. EFFECTIVE DATE REQUESTED

MONTH DAY YEAR  
07 30 66

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

V TO V

V TO C

C TO V

X C TO C

7. COST CENTER NO. CHARGEABLE

7129-0369

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS

DDP/DOD  
U.S. FIELD

10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE

CHIEF OF BASE GS-14

12. POSITION NUMBER

0261

13. CAREER SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (GS, FE, etc.)

GS

15. OCCUPATIONAL SERIES

0136.06

16. GRADE AND STEP

16

4

17. SALARY OR RATE

\$ 22,085

18. REMARKS

Subject is reemployable.

19A

DATE SIGNED

19B SIGN

DATE SIGNED

SPACE RESERVED FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 TRAVEL CODE	21 OFFICE CODING	22 STATION CODE	23 INCURSE CODE	24 RESIGN CODE	25 DATE OF BIRTH	26 DATE OF ENTRY	27 DATE OF LEI
4-5 10		DOMESTIC INTERNATIONAL			X		MO. DA. YR.	MO. DA. YR.
28 USE ELEMENTS	29 SPECIAL DEFERMENT	30 RETIREMENT DATA	31 SEPARATION DATA	32 EXERCISING CANCELLATION DATA	EOD DATA			33 SECURITY
MO. DA. YR.		1-TM 2-TM 3-CONT	1-TM 2-TM 3-CONT	MO. DA. YR.				MO. DA. YR.
34 VET PREFERENCE	35 LEAVY EODW DATE	36 LEAVY EODW DATE	37 LEAVY EODW DATE	38 LEAVY CATEGORY	39 LEAVY PLEASUR INVESTMENT			40 SPECIAL SECURITY NO.
CODE: 1-1 PT 2-10 PT	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	CODE	CODE	MO. DA. YR.	MO. DA. YR.	
41 PREVIOUS GOVERNMENT SERVICE DATA	42 LEAVY CAT CODE	43 FEDERAL EMP DATA			44 STATE EMP DATA			
CODE: 1-NO PREVIOUS SERVICE 2-NO PREVIOUS SERVICE 3-GRAND 4-SERVICE LESS THAN 5 YEARS 5-GRAND 6-SERVICE MORE THAN 5 YEARS	CODE	CODE	CODE	CODE	CODE	MO. DA. YR.	MO. DA. YR.	
45 POSITION CONTROL CLASSIFICATION	46 OFF APPROVAL			47 DATE APPROVED				
	8/2/66 all			8-3-66				

SECRET

FD-503 (Rev. 1-25-64)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

9 July 1965

1 SERIAL NUMBER	2 NAME

3 NATURE OF PERSONNEL ACTION  
**DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM**

4 EFFECTIVE DATE REQUESTED  
 MONTH: 08, DAY: 01, YEAR: 65

5 CATEGORY OF EMPLOYMENT  
**REGULAR**

6 PLACES  
 V TO V, V TO CP, CP TO V, XII CP TO CP

7 COST CENTER NO. CHARGE  
**6129-0369**

8 LEGAL AUTHORITY (Completed by Office of Personnel)  
**PL 86-643 Sect. 203**

9 ORGANIZATIONAL DESIGNATIONS  
**DDP/DOD  
 U. S. FIELD**

10 LOCATION OF OFFICIAL STATION

11 POSITION TITLE  
**CHIEF OF BASE**

12 POSITION NUMBER  
**0261**

13 CAREER SERVICE DESIGNATION  
**D**

14 CLASSIFICATION SCHEDULE (G.S., L.B., etc.)  
**GS**

15 OCCUPATIONAL SERIES  
**0136.08**

16 GRADE AND STEP  
**16 3**

17 SALARY OR RATE  
**\$ 20,215**

18 REMARKS  
**EMPLOYEE WILL BE NOTIFIED BY DISPATCH FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND OF HIS RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE**

1cc to OP/ESD/BCB

18a. SIGNATURE OF REQUESTING OFFICIAL: [Signature] DATE SIGNED: 12 July 65

18b. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [Signature] DATE SIGNED:

OFFICE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

17 ASSIGN CODE	20 WORK CODE	21 OFFICE CODING	22 STATION CODE	23 INTRINSIC CODE	24 ROSTER CODE	25 DATE OF BIRTH	26 DATE OF DEATH	27 DATE OF LET
28	10	43620 DCD	75020		2		08 30 64	08 30 64
28	42	29. SPECIAL REFERENCE	30. RESIGNMENT DATA	31. SEPARATION DATA	32. CORRECTION, CANCELLATION DATA	EOD DATA		33. SECURITY RIG NO.
34. NET PRESENCE	35. SERV COMP DATE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. HEALTH/HEALTH INSURANCE	40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT	43. FEDERAL TAX DATA	44. STATE TAX DATA	45. VETERAN DATA		46. SOCIAL SECURITY NO.		

43. POSITION CONTROL CERTIFICATION

[Signature] 12/4/65

DATE APPROVED: [Signature]

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1 SERIAL NUMBER <i>XFB</i>		2 NAME (Last-First-Middle) [REDACTED]		24 OCTOBER 1964 ✓	
3 NATURE OF PERSONNEL ACTION (GENERAL) INCREASED APPT			4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 25 64		5 CATEGORY OF EMPLOYMENT REGULAR
6 FUNDS V TO V CF TO V		7 COST CENTER NO (UNCLASSIFIED) 5329-0369		8 LEGAL AUTHORITY (Completed by Office of Personnel)	
9 ORGANIZATIONAL DESIGNATIONS DLP/DCD US FIELD			10 LOCATION OF OFFICIAL STATION		
11 POSITION TITLE OPS OFFICER			12 POSITION NUMBER 0261	13 CAREER SERVICE DESIGNATION D	
14 CLASSIFICATION-SCHEDULE (GS, FE, etc.) GS		15 OCCUPATIONAL SERIES 0136.01	16 GRADE AND STEP 15 3	17 SALARY OR RATE \$ 20245 ✓	
18 REMARKS C-09/55 ✓					
19A SIGNATURE OF REQUESTING OFFICIAL [REDACTED]		DATE SIGNED 24 Oct 64	19B SIGNATURE [REDACTED]		DATE SIGNED 4 Nov 64
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19 ACTION CODE 13	20 TUD/LUT CODE 10	21 OFFICE CODING NUMERIC DEPARTMENT 43620 DCD		22 POSITION 7502	23 INTEREST CODE 000
24 DATE OF BIRTH MO. DA. YR.	25 DATE OF GRADE MO. DA. YR.	26 DATE OF HI MO. DA. YR.	27 SECURITY REQ NO 0800 M	28 EOD DATA [ARROW]	
29 VET PREFERENCE CODE 1	30 SERV CORP DATE MO. DA. YR. 08/06/42	31 LEAVE CAT CODE 8	32 CAREER CATEGORY CODE 1	33 HEALTH/PLANT INSURANCE CODE 1	34 SOCIAL SECURITY NO
35 PREVIOUS COMPENSATION SERVICE DATA CODE 1		36 LEAVE CAT CODE 8	37 PAYM TAX DATA CODE 0	38 STATE EMP DATA CODE 0	39 STATE EMP DATA CODE 0
40 POSITION CONTROL CERTIFICATION 11/9/64 (S.P.)			41 OFFICE APPROVAL [REDACTED]		DATE APPROVED 27 Oct 64

336

CONFIDENTIAL

REPORT OF CLEARANCES

TO: DIRECTOR OF PERSONNEL  
ATTENTION:  Mobilization and Military Personnel Division  
 Chief, Benefits and Counseling Branch, BSD  
 Chief, Staff Agent Branch, CPD

SERIAL NO. [ ] NAME OF EMPLOYEE (Last-First-Middle) [ ] GRADE GS-16 POSITION TITLE Ops Officer

OTHER TRUE NAMES USED WHILE IN AGENCY [ ] COST CENTER NUMBER CHARGEABLE 5122-6262 FUNDS  Y  CF

REASON FOR CLEARANCE  
 SEPARATION  
 EXTENDED LEAVE (Note reason)  
 OTHER (Specify):  
LAST WORKING DAY (Date) 23 October 1964  
EFFECTIVE DATE OF SEPARATION 24 October 1964

FORM 1192, REQUEST FOR PERSONNEL ACTION, WAS FORWARDED TO THE OFFICE OF PERSONNEL ON 29 Oct. 64  
 FORM 1192, REQUEST FOR PERSONNEL ACTION, IS ATTACHED TO THIS FORM.

THIS IS TO CERTIFY THAT THE COMPONENTS LISTED BELOW HAVE FURNISHED POSITIVE VERIFICATION BY TELEPHONE OR CERTIFICATIONS TO THE UNDERSIGNED THAT THE SEPARATING EMPLOYEE:  
• HAS RETURNED OR ACCOUNTED FOR ANY GOVERNMENT PROPERTY ISSUED TO HIM;  
• SETTLED OR SATISFACTORILY ARRANGED FOR THE SETTLEMENT OF ANY INDEBTEDNESS TO THE AGENCY;  
• RETURNED SPECIAL I.D. CARDS OR CREDENTIALS ISSUED TO HIM;  
• RECEIVED AND UNDERSTOOD INSTRUCTIONS CONCERNING SPECIAL CLEARANCES, COVER INFORMATION, AND SECURITY BRIEFINGS;  
• SATISFACTORILY RESOLVED OR CLOSED OUT ANY SPECIAL RESPONSIBILITIES ASSIGNED TO HIM.

	DATE CLEARED	CLEARED BY - NAME
<input checked="" type="checkbox"/> OFFICE OF LOGISTICS	10 Nov 64	[Redacted]
<input type="checkbox"/> OFFICE OF SECURITY	19 Nov 64	
<input checked="" type="checkbox"/> DOCUMENT CONTROLS (Incl. RID)	10 Nov 64	
<input checked="" type="checkbox"/> SPECIAL CLEARANCES	10 Nov 64	
<input type="checkbox"/> CENTRAL COVER STAFF 4408	18 Nov 64	
<input checked="" type="checkbox"/> MEDICAL STAFF	6 Nov 64	
<input checked="" type="checkbox"/> COMMO SECURITY	10 Nov 64	

TITLE OF OPERATING COMPONENT OFFICIAL: DC Personnel - Training  
DATE SIGNED: 16 Nov 64

REMARKS



SECRET

(When Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>				DATE PREPARED 29 OCTOBER 1964	
1. SERIAL NUMBER <i>VRE</i>		2. NAME (Last-First-Middle)			
3. NATURE OF PERSONNEL ACTION RESIGNATION			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 24 64		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS		V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE 5129-0269	
CF TO V		X	CF TO CF	8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DEP/DOD US FIELD			10. LOCATION OF OFFICIAL STATION		
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0261	13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, FA, etc.) GS		15. OCCUPATIONAL SERIES 0106.01		16. GRADE AND STEP 16 3	17. SALARY OR RATE \$ 20245
18. REMARKS					
19A. DATE		DATE SIGNED 29 Oct 64		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 45	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGRAL CODE
24. HSE EXPIRES MO. DA. YR.	25. SPECIAL REFERENCE	26. RETIREMENT DATA 1-FSC 2-FICA 3-OSSE		27. SEPARATION DATA CODE 150,00%	28. CORRECTION/CANCELLATION DATA EOD DATA
29. YET. PREFERENCE CODE 0-NO P. 1-15 P. 2-10 P.	30. SERV. COMP. DATE MO. DA. YR.	31. LONG COMP. DATE MO. DA. YR.	32. CAREER CATEGORY CODE	33. FECL/HEALTH INSURANCE CODE	
34. PREVIOUS GOVERNMENT SERVICE DATA 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		35. LEAVE CAT. CODE	36. FEDERAL TAX DATA FORM EXECUTED 1-TES 2-NO		37. STATE TAX DATA FORM EXECUTED 1-TES 2-NO
38. POSITION CONTROL CERTIFICATION 11/164 405				39. OP. APPROVAL Conducto officis	
40. DATE APPROVED				41. DATE APPROVED	

Das

WALL L. JULY 04

### NOTIFICATION OF PERSONNEL ACTION

OFF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE MO. DA. YR.	5. CATEGORY OF EMPLOYMENT
<b>RESIGNATION</b>	<b>10 24 64</b>	<b>REGULAR</b>

6. FUNDS	V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE	8. USE OR OTHER LEGAL AUTHORITY
	CF TO V	CF TO CF		
		<input checked="" type="checkbox"/>	<b>5129 0369 0000</b>	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
<b>CPS OFFICER</b>	<b>0261</b>	<b>D</b>

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
<b>GS</b>	<b>0136.01</b>	<b>16 3</b>	<b>20245</b>

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

30 September 1964

1. SERIAL NUMBER		2. NAME (Last-First-Middle)		3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT									
				REASSIGNMENT		MONTH DAY YEAR 10 16 64		REGULAR									
6. FUNDS		7. COST CENTER AND CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)		9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION									
V TO V CF TO V		V TO CF X CF TO CF		5129-0369		DDP/DOD US Field											
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION											
OPB OFFICER				00 0261		D											
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE										
GS-07			0136.01		16-35		\$ 43,740.20, 24.5										
18. REMARKS																	
* Phonorecords ordered for FE																	
POSITION TITLE CHARGE																	
Security Approval Granted by Form on 10/6/64																	
DATE SIGNED: 30 Sept 64																	
DATE SIGNED: 13 Oct 64																	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGREE CODE		24. HOURS CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
37 10		13330		1111		25020		2									
28. MILE RATE		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY NO. NO.		34. SEA					
										EOD DATA							
35. VET PREFERENCE		36. LEAF COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEAT. HEALTH INSURANCE		40. SOCIAL SECURITY NO.							
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAF INT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA									
CODE				FORM EXECUTED		CODE		NO. TAX EXEMPTIONS		FORM PREVIOUS		CODE		NO. TAX STATE CODE			
0-NO PREVIOUS SERVICE 1-NO STATE IN SERVICE 2-STATE IN SERVICE (LESS THAN 3 YEARS) 3-STATE IN SERVICE (MORE THAN 3 YEARS)				1-HE 2-NO						1-HE 2-NO							
45. POSITION CONTROL CERTIFICATION						46. O.P. APPROVAL				DATE APPROVED							
FE 2						14 Oct 64				14 Oct 64							

D26

F9

SECRET

10 MAY 1963

SECRET

MEMORANDUM FOR: Secretary, CS Career Service Board

SUBJECT: Recommendation for Promotion to GS-16,

[Redacted]

1. It is recommended that [Redacted] be promoted to GS-16. He has been in grade since December 1957.

2.

[Redacted]

3. For these reasons it is recommended that [Redacted] be promoted to GS-16.

*W.E. Colby*  
William E. Colby  
Chief, Far East Division

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

SECRET

SECRET  
EYES ONLY

19 OCT 1962

**MEMORANDUM FOR: Secretary, CS Career Service Board**

**SUBJECT: Recommendation for Promotion to GS-16 --**

[Redacted]

[Large Redacted Area]

2. On the basis of his proven ability and past performance as well as his seniority I believe [Redacted] to be fully qualified for promotion to GS-16.

[Redacted Signature]

Desmond Fitzgerald  
Chief, Far East Division

SECRET  
EYES ONLY

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

4 August 1964

1. SERIAL NUMBER	2. PLANE (Last, First, Middle)
[Redacted]	

3. NATURE OF PERSONNEL ACTION <b>PROMOTION</b>	4. EFFECTIVE DATE REQUESTED MONTH: 8, DAY: 30, YEAR: 64	5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>				
6. FUNDS <table border="1"> <tr> <td><input type="checkbox"/> V TO V</td> <td><input type="checkbox"/> V TO CP</td> </tr> <tr> <td><input type="checkbox"/> CP TO V</td> <td><input checked="" type="checkbox"/> CP TO CP</td> </tr> </table>	<input type="checkbox"/> V TO V	<input type="checkbox"/> V TO CP	<input type="checkbox"/> CP TO V	<input checked="" type="checkbox"/> CP TO CP	7. COST CENTER NO. CHARGEABLE <b>5137-1566</b>	8. LEGAL AUTHORITY (Completed by Office of Personnel)
<input type="checkbox"/> V TO V	<input type="checkbox"/> V TO CP					
<input type="checkbox"/> CP TO V	<input checked="" type="checkbox"/> CP TO CP					

9. ORGANIZATIONAL DESIGNATIONS <b>DDP/FE</b> [Redacted] <b>Office of the Chief</b>	10. LOCATION OF OFFICIAL STATION [Redacted]
---	--

11. POSITION TITLE <b>Op's Officer (DCOS)</b>	12. POSITION NUMBER <b>3003</b>	13. CAREER SERVICE DESIGNATION <b>D</b>
--	------------------------------------	--

14. CLASSIFICATION SCHEDULE (GS, PL, etc.) <b>GS</b>	15. OCCUPATIONAL SERIES <b>0136.01</b>	16. GRADE AND STEP <b>16-3</b>	17. SALARY <b>\$20,245</b>
---	---	-----------------------------------	-------------------------------

18. REMARKS

*9 F.*

*of Unit 1st Sec*

19A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
[Redacted]		[Redacted]	8/2/64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC: [ ] ALPHABETIC: [ ]	22. STATION CODE	23. INTEGRATE CODE	24. HQS/ISS CODE <b>3</b>	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF USI MO. DA. YR.
28. NYC EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-EN 2-FICA 3-NONE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY RES. NO.	34. SEP	EOD DATA →	
35. MIL. PREFERENCE 1-None 2-10 yr 3-15 yr	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY FEDERAL/PROF/TEMP	39. LEGAL/HEALTH INSURANCE CODE 0-NONE 1-YES	40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA 1-NO PREVIOUS SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE 1-YES 2-NO	44. STATE TAX DATA FORM EXECUTED CODE 1-YES 2-NO	45. SOCIAL SECURITY NO.			

46. POSITION CONTROL CERTIFICATION [Redacted]	47. DATE APPROVED <b>20 AUG 1964</b>
--	---

**SECRET**  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED
1 SERIAL NUMBER						2 NAME (Last-First-Middle)
3 NATURE OF PERSONNEL ACTION				4 EFFECTIVE DATE REQUESTED		5 CATEGORY OF EMPLOYMENT
PROMOTION				MONTH    DAY    YEAR 8        30    64		REGULAR
6 FUNDS		7 COST CENTER NO. CHARGEABLE		8 LEGAL AUTHORITY (Complied by Office of Personnel)		
V TO V    V TO O O TO V    X    O TO O		5137-1566				
9 ORGANIZATIONAL DESIGNATIONS				10 LOCATION OF OFFICIAL STATION		
DDP/FF Office of the Chief						
11 POSITION TITLE			12 POSITION NUMBER		13 CAREER SERVICE DESIGNATION	
Ops Officer (D003)			3003		D	
14 CLASSIFICATION SCHEDULE (GS, LB, etc.)		15 OCCUPATIONAL SERIES	16 GRADE AND STEP		17 SALARY OR RATE	
GS		00	0136.01		16-3	
18 REMARKS						
18A SIGNATURE OF REQUESTING OFFICER			DATE SIGNED	18B SIGNATURE OF CAREER SERVICE-APPROVING OFFICER		DATE SIGNED
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL						
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODES		22. STATION CODE	23. INSURANCE CODE	24. HOURS CODE
		DOMESTIC    ALIEN/AFRICAN NO.    DA.    YE.				
25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LES				
MO.    DA.    YE.	MO.    DA.    YE.	MO.    DA.    YE.				
28. WTE LAPSES	29. SPECIAL REFERENCE	30. EMPLOYMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION-CANCELLATION DATA		33. SECURITY REG. NO.
MO.    DA.    YE.		1-ESS 2-PLA 3-NUM	CODE	TYPE	MO.    DA.    YE.	
35. VET PREFERENCE	36. SERV COMP DATE		37. LONG COMP DATE		38. CAREER CATEGORY	39. FEED. HEALTH INSURANCE
CODE	0-None 1-1-71 2-12-71	MO.    DA.    YE.	MO.    DA.    YE.	FAR, RES, PROF, TEMP	CODE	CODE    0-None 1-71 HEALTH INS. CODE
41. PREVIOUS GOVERNMENT SERVICE DATA			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA
0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				FORM EMPLOYED 1-71 2-40	CODE    NO. TAX EXEMPTIONS FORM EMPLOYED 1-71 2-40	CODE    STATE TAX CODE EMP.
45 POSITION CONTROL CERTIFICATION				46 O.P. APPROVAL		DATE APPROVED
				/s/ Henry W. T. [unclear], Jr.		2 F. JUN 1964

FORM 1152 USE PREVIOUS EDITION

**SECRET**

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND  
DECLASSIFICATION

SECRET

(When Filled In)

# REQUEST FOR PERSONNEL ACTION

DATE PREPARED

21 SEPTEMBER 1964

1. SERIAL NUMBER		2. NAME (Last-First-Middle)	
3. NATURE OF PERSONNEL ACTION CONVERSION FROM <input type="checkbox"/> Status <input checked="" type="checkbox"/> *			
4. EFFECTIVE DATE REQUESTED MONTH: 08 COB: 25 YEAR: 64		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS V TO V <input type="checkbox"/> V TO G <input type="checkbox"/> G TO V <input checked="" type="checkbox"/> G TO G <input type="checkbox"/>		7. COST CENTER NO CHARGEABLE 5137-1566	
8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP/FE FOREIGN FIELD OFFICE OF THE CHIEF		10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE OPS OFFICER DCOS		12. POSITION NUMBER 3003	13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (G, F, B, etc.) GS	15. OCCUPATIONAL SERIES 0136-01	16. GRADE AND STEP 15 5	17. SALARY GR RATE 5.28749

9  
F

18. REMARKS  
 SUBJECT CONVERTED FROM  COB 25 AUGUST 1964.  
 \* Succeeded Action Promotion to GS16 3 20295 effective 08/30/64.  
 1 COPY PAYROLL.

APPROVED BY  
 [Signature]  
 [Date]

FOR FURTHER INFO CALL X5271

19A. SIGNATURE OF REQUESTING OFFICIAL [Signature]	DATE SIGNED 9/21/64	19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature]	DATE SIGNED 9/22/64
--	------------------------	---	------------------------

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 56	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC: 15370 ALPHABETIC: FE	22. STATION CODE 3859	23. INTERPRET CODE 3	24. HOURS CODE	25. DATE OF BIRTH MO: DA: YR:	26. DATE OF GRADE MO: DA: YR:	27. DATE OF LST MO: DA: YR:
28. NFE EXPIRES MO: DA: YR:	29. SPECIAL REFERENCE 1-FC 2-FCB 3-FCM	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CANCELLATION/TERMINATION DATA TYPE	33. SECURITY REG NO	34. SER	EGD DATA →	
35. VET. PREFERENCE CODE: 0-None, 1-10 Yr, 2-10 Yr	36. SERV. COMP. DATE MO: DA: YR:	37. ICNG COMP. DATE MO: DA: YR:	38. CAREER CATEGORY CODE: 0-None, 1-None, 2-None	39. FEGLI/HEALTH INSURANCE CODE: 0-None, 1-None	40. SOCIAL SECURITY NO			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE: 0-NO PREVIOUS SERVICE, 1-NO SERVIC IN SERVICE, 2-BEFORE IN SERVICE (LESS THAN 3 YEARS), 3-BEFORE IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM REC'D CODE: 1-None, 2-None	44. STATE TAX DATA FORM EXECUTED CODE: 1-None, 2-None				
45. POSITION CONTROL CERTIFICATION [Signature] 09/24/64				46. [Signature]		DATE APPROVED 9/22/64		

FORM 6-63 1152

USE PREVIOUS EDITION

SECRET

EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION



SECRET

DDP 1-46.74

30 August 1961

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT :

[Redacted]

Panel "A" recommends your approval of request of second tour for

[Redacted]

[Redacted]

Clandestine Services  
Career Service Panel  
(Section A)

APPROVED:

*Richard M. Bissell, Jr.*  
MICHAEL M. BISSELL, JR.  
Deputy Director  
(Plans)

1 SEP 1961

Date

SECRET

**SECRET**  
(When Filled In)

V to V		V to UV		REQUEST FOR PERSONNEL ACTION				DATE PREPARED							
UV to V		UV to UV						Mo	Da	Yr					
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth		4. Vet. Pref.		5. Sex		6. CS - EOD			
						Mo Da Yr		None-0 5 Pr-1 10 Pr-2		Code		Mo Da Yr			
7. SCD		8. CSC Reamt.		9. CSC Or Other Legal Authority				10. Appt. Affidav.		11. FEGLI		12. LCD		13. Civil Serv. Code	
Mo Da Yr		Yes - 1 No - 2		Code				Mo Da Yr		Yes - 1 No - 2		Mo Da Yr		Yes - 1 No - 2	

**CURRENT ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/FE											
Deputy for Operations Office of the Chief											
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. - Usfid. - Org. Code		Ops Officer				3936		OS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
OS 15 A 2		\$ 11660		DI		12/15/59		12/11/60		0137 7351 3000	

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment		376		09/06/59		Regular		01			

**PROPOSED ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP/FE				= 171						37589	
Office of the Chief											
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. - Usfid. - Org. Code		Ops Officer (D COS)				2215					
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
		\$				12/15/59		12/11/60			

**SOURCE OF REQUEST**

A. [Redacted]		C. Request Approved By (Signature and Title)		Date Approved	
B. [Redacted] (Telephone Ext.)		Desmond Fitzgerald, CFE			

**CLEARANCES**

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		RC [Signature]		10/20/59		D. Placement					
B. Pos. Control		[Signature]		8/59		E. Release					
C. Classification						F. Approved By		[Signature]			

Remarks: Subject will replace [Redacted] who is returning to Hq. PCS

Continued on reverse side

*1/27/59*

SECRET

DD/P 4: 6610

MEMORANDUM FOR: Deputy Director (Plans)

17 AUG 1959

SUBJECT: [REDACTED]

1. [REDACTED]

2. [REDACTED] has been an employee of the Agency since 28 September 1952 and is currently assigned as an Intelligence Officer, GS-15. A biographic data sheet, including information regarding his Agency experience and training, is attached.

[REDACTED]  
*for*  
Donmond FitzGerald  
Chief, Far East Division

The recommendation in paragraph 1 is approved:

[REDACTED]  
Deputy Director (Plans)

25 AUG 1959

*rd*  
(Date)

SECRET

~~SECRET~~

BIOGRAPHIC INFORMATION

NAME :

GRADE : GS-15

SERVICE DESIGNATION : DI

DATE AND PLACE OF BIRTH :

MARITAL STATUS : Married; six children

EDUCATION AND CAREER  
OUTSIDE OF AGENCY :

LANGUAGE PROFICIENCY :

CIA EXPERIENCE :

CIA TRAINING :

FORM 50-107-10  
Prescribed by the  
Director of the Budget  
10-1-54

DEPARTMENT OF STATE  
WASHINGTON 25, D. C.

NOTIFICATION OF PERSONNEL ACTION

121-250-104

00255

SEARCHED  
 PS  DTFL

1. NAME (Last, first, middle, and initials)	2. DATE OF BIRTH	3. FEDERAL CS OFFICE NO.	4. DATE
			3-26-59

5. NATURE OF ACTION (Use standard terminology)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Limited Appointment	5/8/59	Section 522.1 FL 724 - 79th ad amended

8. POSITION TITLE  Diplomatic or Consular Title	9. BASIC PAY, GRADE, RATE, SALARY	10. OCCASIONAL OCCUPATIONS	11. GUARANTEES	12. CS CATEGORY FS (Career)	13. FIELD <input type="checkbox"/> Regular <input type="checkbox"/> Resident <input type="checkbox"/> Non-US	14. DEPARTMENTAL <input type="checkbox"/> Resident <input type="checkbox"/> Non-US
						\$11,660

16. VETERAN'S PREFERENCE	17. POSITION CLASSIFICATION SYMBOL	18. DATE OF APPOINTMENT FIRST OFFERED (Appointments Only)	19. LEGAL RESIDENCE
None	3-1011-333	5/8/59	Citizen D.C.

This action is subject to all applicable laws, rules and regulations and may be subject to investigation and approval by the United States Civil Service Commission or its Department.

Marital Status - Married - Six

Military Reserve Status - None

Appointment limited to 5 years or end of employee's services, whichever is less.

Execute 37-61a.

RECEIVED

PERSONNEL INFORMATION CENTER

PROPERTY OF THE DEPARTMENT

EMPLOYEE COPY

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth		4. Fed. Prof. Category		5. Sex		6. GS-100		
							Code 1		M 1		Mo. 09, Da. 28, Yr. 52		
7. SCD		8. CSC Point		9. CSC Or Other Legal Authority		10. Admt. Affidav.		11. FGI		12. LCD		13. Special	
Mo. 08, Da. 06, Yr. 42		Yr. 1, Code 1		50 USCA 403		Mo. , Da. , Yr. ,		Code 1		Mo. 09, Da. 28, Yr. 52		Yr. 1, Code 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DOP FE FI CI STAFF				5113		WASH., D. C.				75013	
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Code 2		I.O. FI STF CH				3442		GS		0136.51	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
15.1		\$ 12770		DI		Mo. 12, Da. 15, Yr. 57		Mo. 06, Da. 14, Yr. 59		3700 20 001	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
Resignation		75		05   03   59		Regular		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DOP/SE Office of the Chief <i>inquiry for cps.</i>				517						37557	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Code 5		Area Ops Off				36136				0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
3		\$				Mo. , Da. , Yr. ,		Mo. , Da. , Yr. ,		9-3735-55-005	

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
<i>Mozelle Little</i>		<i>[Signature]</i>	
D. For Additional Information Call (Name & Telephone Ext.)			
Mozelle Little X2957			

CLEARANCES

Clearance		Date		Signature		Date	
A. Career Board		12-57		D. Foreign			
B. Pass Control		11-57		E. Approval		12-57	
C. Classification				[Signature]		12-57	
Remarks: Please transfer from Vouchered to Unvouchered Funds on 1 May 1959.							
2 Copies to Security.				Recorded by			
<i>[Signature]</i>				CMB			

**SECRET**  
(When Filled In)

DATE PREPARED			REQUEST FOR PERSONNEL ACTION						V to V		Y to UV		
Mo	Da	Yr							UV to V		UV to UV		
1. Serial No.		2. Name (Last-First-Middle)			3. Date of Birth		4. Ver. Pref.		5. Sex		6. CS - EOU		
					Mo Da Yr		None-0 1-1 10 Ps-2		N		Mo Da Yr		
7. SCD		8. CSC Reim.		9. CSC Or Other Legal Authority		10. Appt. Affidav.		11. FEGLI		12. LCO		13. SRELT, LEO	
Mo Da Yr		Yes-1 No-2		Code		Mo Da Yr		Yes-1 No-2		Yes-1 No-2		Code	

**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/FE  Office of the Chief <i>Operations</i>											
16. Dept./Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. Valid. From		Code		Deputy for Operations <i>Chief Officer</i>		3936		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
15		12,770		DT		Mo Da Yr		Mo Da Yr			

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
		58		5, 8, 59		R		OM			

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
33. Dept./Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. Valid. From		Code		(when)							
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
3		11,660				10/15/59		6/14/59		9-3735-35-005	

**SOURCE OF REQUEST**

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
OP/RR/CD/KCL			
B. For Additional Information Call (Name & Telephone Ext.)			
x8168			

**CLEARANCES**

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Award			D. Placement		
B. Post Control		10/15/59	E.		
C. Classification			F. Approved By		
Remarks All sick and 100 annual leave to be transferred to Department of State.					

S-E-C-R-E-T

This Notice Expires 1 July 1959

N 20-190-160

NOTICE  
NO. 20-190-160

PERSONNEL  
14 July 1958

ANNOUNCEMENT OF ASSIGNMENTS TO KEY POSITIONS

PANEL OF EXAMINERS OF THE CIA SELECTION BOARD

In accordance with paragraph 5b of Regulation No. 20-105, The Career Staff of the Central Intelligence Agency, the Director of Central Intelligence has appointed the following persons, as members of the Panel of Examiners for the period 1 July 1958 through 30 June 1959.

<u>Name</u>	<u>Service Designation</u>	<u>Organizational Component</u>

S-E-C-R-E-T



S-E-C-R-E-T

W 20-190-160

NOTICE  
NO. 20-190-160

PERSONNEL  
14 July 1958

<u>NAME</u>	<u>Service Designation</u>	<u>Organizational Component</u>
-------------	--------------------------------	-------------------------------------

[Redacted Content]		
--------------------	--	--

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

I. K. White  
Deputy Director  
(Support)

DISTRIBUTION: A, plus each member  
of the Panel of Examiners

2

S-E-C-R-E-T

SECRET

Classify According To Content.

REQUEST FOR PERSONNEL ACTION																		
											19 Nov. 1957							
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth		4. Vet. Pref.		5. Sex.	6. CS - EOD							
								None-0 5 - Pt-1 10 - Pt-2		Code 1	M	Mo	Da	Yr				
7. SCD			8. CSC Rating		9. CSC Or Other Legal Authority			10. Apmt. Affidav.			11. FEGLI		12. LCD		13. Cost Lcc			
Mo	Da	Yr	Yes - 1	Code				Mo	Da	Yr	Yes - 1	Code	Mo	Da	Yr	Yes - 1	Code	
			No - 2								No - 2	1					No - 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code	15. Location Of Official Station				Station Code		
DET/PE FI/CI Staff <del>SECTION CHIEF</del>					Washington, D.C.						
16. Dept. - Field		17. Position Title			18. Position No.		19. Serv.	20. Occup. Series			
Dept.	Field	I.O. (FI) Stf Ch			3448		GS	0136-51			
Used -	Code										
Fran -											
21. Grade & Step		22. Salary Or Rate		23. SD	24. Date Of Grade		25. PSI Due		26. Appropriation Number		
14	-5	\$ 11,180.00		DI					8-3700-20 CH		
					Mo	Da	Yr	Mo	Da	Yr	

ACTION

27. Nature Of Action		Code	28. Eff. Date		29. Type Of Employee			Code	30. Separation Data	
Promotion		30	15 DEC 1957		Regular			01		
			Mo	Da	Yr					

PRESENT ASSIGNMENT

31. Organizational Designations				Code	32. Location Of Official Station				Station Code		
				5113							
33. Dept. - Field		34. Position Title			35. Position No.		36. Serv.	37. Occup. Series			
Dept.	Field										
Used -	Code										
Fran -											
38. Grade & Step		39. Salary Or Rate		40. SD	41. Date Of Grade		42. PSI Due		43. Appropriation Number		
15	3	\$ 11,610.00			DEC 1957		6 14 57				
					Mo	Da	Yr	Mo	Da	Yr	

SOURCE OF REQUEST

A.					C. Request Approved By (Signature And Title)			
B. For Additional Information Call (Name Or Telephone Ext.)	James Dewberry x 2957							

CLEARANCES

Clearance	Signature		Date	Clearance	Signature		Date
A. Career Board			11/14/57	D. Placement			11/14/57
B. Pos. Control			11/15/57	E.			
C. Classification				F. Approved By			11/14/57

Remarks

SECRET

Classify According To Content

**REQUEST FOR PERSONNEL ACTION**

30 August 1957

1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD			
					Mo Da Yr			None-0 Code 5 Pt-1 10 Pt-2 /		M		Mo Da Yr			
7. SCD		8. CSC Reim.		9. CSC Or Other Legal Authority			10. Appt. Affidav.			11. FEGLI		12. LCD		13. In Serv. Code	
Mo Da Yr		Yes - 1 No - 2		Code			Mo Da Yr			Yes - 1 No - 2		Mo Da Yr		Yes - 1 No - 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations		Code		15. Location Of Official Station			Station Code				
DDP/FE Office of the Chief				Washington, D. C.							
16. Dept. Field		17. Position Title			18. Position No.		19. Serv.		20. Occup. Series		
Dept. - X Usfld. - Frag. -		Area Ops Off (Dep Br Ch)			-110		GS		0136.01		
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Dns		26. Appropriation Number	
14		\$10,965.00 p/a		DI		Mo Da Yr		Mo Da Yr		8-3700-20 GP	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment		51		2 DEC 1957		Regular		01			

PRESENT ASSIGNMENT

31. Organizational Designations		Code		32. Location Of Official Station			Station Code							
DDP/FE FI/CI Staff		5113		Washington, D. C.			DI							
33. Dept. Field		34. Position Title			35. Position No.		36. Serv.		37. Occup. Series					
Dept. - Usfld. - Frag. -		I. O. (PI) (Stf Ch)			3448		GS		0136.51					
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Dns		43. Appropriation Number				
14		\$10,965.00 p/a		DI		Mo Da Yr		Mo Da Yr		8-3700-20 GP				
SOURCE OF REQUEST														
A. Request Approved By (Signature And Title)				C. Request Approved By (Signature And Title)										
Telephone Ext.)				Approved By US Colonel Service Panel										
CLEARANCES														
Clearance			Signature			Date			Clearance			Date		
A. Career Board									D. Placement			1 OCT 57		
B. Pos. Control						11/1/57			E.					
C. Classification									F. Approved By			Robert W. Shroy		
Remarks														
Please double slot with [redacted] who is to be reassigned.														
APPROVED BY THE OFFICE OF MANAGEMENT COMMITTEE														

FORM 1152a 5-57

u/o FILE

SECRET

SECRET

(When Filled In)

DD/P PERSONNEL DATA SHEET

[Redacted Box]

DATE: 30 AUGUST 1957

WASHINGTON, D. C.  
OFFICES: I.O.(FI)STF.CHI

DD/P UNIT: FE  
REASSIGNMENT

PRIMARY CAREER  
DESIGNATION: DI

PRESENT GRADE: GS-14  
PROPOSED GRADE: GS-14

TRAINING: OPERATIONAL MGT, CSR, CLAND  
DOC, S/W, SIC, TSS BRIEFING

PREFERRED T/O SLOT  
NUMBER AND GRADE: BF-67-15  
PROPOSED T/O SLOT  
NUMBER AND GRADE: BF-110-14

[Redacted Box]

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

[Redacted Box]

RECOMMENDED BY:

CONCURRENCES:

ALFRED C. ULMER, JR., CFE

RECOMMENDATION OF CAREER SERVICE BOARD:

APPROVED BY: [Signature]  
[Stamp]

REVERSE TO 8317

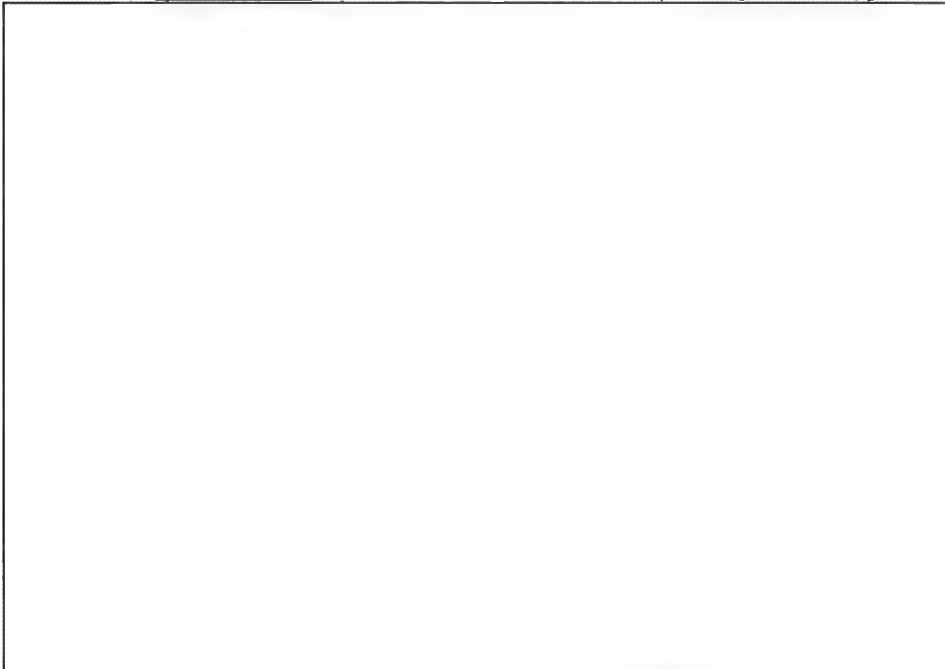
SECRET

21 AUG 1957

MEMORANDUM FOR: Clandestine Services Career Service Board

SUBJECT:  -- Recommendation for Promotion  
from GS-14 to GS-15

1.  entered on duty with CIA on 28 September 1952



Alfred C. Ulmer, Jr.  
Chief, Far East Division

SECRET

5 APR 1957

MEMORANDUM FOR: Acting Chairman, FI Career  
Service

SUBJECT: Nominations for Replacement of FE  
Consultants to FI Career Service

The following individuals are nominated to re-  
place those Consultants from the FE Division to the  
FI Career Service, who will no longer be available  
for such duty:



ALFRED G. ULMER, JR.  
Chief, Far East Division

APR 11 1957

APR 11 1957

S-E-C-R-E-T

This Notice Expires 20 April 1957

CLANDESTINE SERVICES  
NOTICE NO. 1-104

CSN NO. 1-104

ORGANIZATION  
20 March 1957

PERSONNEL ANNOUNCEMENT

FE DIVISION

Announcement is made of the designation, effective 4 March 1957,  
of  as Acting Chief, FE/7.

Announcement is made of the following designations, effective  
11 March 1957:

FRANK G. WISNER  
Deputy Director (Plans)

Released by:  
Richard Helms  
Chief of Operations

S-E-C-R-E-T

S-E-C-R-E-T

FE NOTICE NO. 30-11  
CHANGE 2

FINAL  
7 March 1957

**FAR EAST DIVISION NOTICE**

**SUBJECT: FE NOTICE NO. 30-11, "FE Division Approving Officers"**

1. Effective 4 March 1957, paragraph 1,k of FE Notice No. 30-11 dated 21 November 1956, should be amended as follows:

[REDACTED]

2. Effective 11 March 1957 paragraph 1,f of FE Notice No. 30-11 dated 21 November 1956, should be amended as follows:

[REDACTED]

3. Effective 11 March 1957 paragraph 1,i of FE Notice No. 30-11 dated 21 November 1956, should be amended as follows:

[REDACTED]

[REDACTED]  
APPROVED BY: [REDACTED], JR. //  
Chief, Far East Division

Distribution:  
FE Staff and Branches  
USA/DOE  
RK

S-E-C-R-E-T



8 January 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Promotion of

2. A review of  Fitness Reports will adequately reflect his strengths and weaknesses, with the possible exception of the most recent one dated 7 July 1956, in which, in undersigned's opinion, the rating officer did not have adequate time to fairly rate . Granting his occasional tendency to allow his emotions to color his work, he is, nevertheless, one of the hardest working and generally capable officers I have been associated with. He has great ability in dealing with people, he is an accurate and meticulous reporter, and he is adjusting rapidly to the requirements of his job in Headquarters and is turning in a most effective performance. In view of the length of time in grade, his age, and above all his performance, I strongly recommend  for promotion from GS-14 to GS-15.

Chief, FZ/1

CONFIDENTIAL

1480.

STAN FORM 52 REQUEST FOR PERSONNEL ACTION	UNVOUCHERED VOUCHERED
--	--------------------------

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Mrs., One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST 16 Oct. 56
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE & PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		9. APPROVED: 16 Oct 56	

FROM: I.O. (FI) BF7-2302 GS-0136.51-14 \$10,965. p/a DDP/FE	8. POSITION TITLE AND NUMBER: 9. SERVICE GRADE AND SALARY: 10. ORGANIZATIONAL DESIGNATIONS: 11. HEADQUARTERS:	TO: Area Ops Off - Dep Br. Ch. BF-110 GS-0136.01-14 \$10,965. p/a DDP/FE Office of the Chief Washington D.C.
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

10. REMARKS (Use reverse if necessary)  
 Subject is transferring from UNVOUCHERED to VOUCHERED funds.  
 Subject's W-4 and Form D-4 attached.  
 Subject's Personnel Data Sheet attached.

13. VETERAN PREFERENCE	14. POSITION CLASSIFICATION
NONE <input checked="" type="checkbox"/> NEW <input type="checkbox"/> OTHER <input type="checkbox"/> S.P.T. <input type="checkbox"/> 10 POINT <input type="checkbox"/> DISAB <input type="checkbox"/> OTHER <input type="checkbox"/>	NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> RE <input type="checkbox"/> SD: DI

15. APPROPRIATION FROM 7-3735-55-005 TO 7-3700-20	17. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) Yes	18. DATE OF APPOINTMENT AFFIDAVIT (ACCESSORS ONLY)	19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
---	--	--	---

20. STANDARD FORM 50 REMARKS

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR PCS CONTROL		3071856	
C. CLASSIFICATION			
D. PLACEMENT OR ENPL		23 Nov 56	

22. [Redacted] 23 Nov 56

SECRET  
(When filled in)

DD/P

PERSONNEL DATA SHEET

NAME, title, position, organization, date, etc.

NAME: [redacted] AGE: 41 DATE: 16 October 1956

STATION Washington D.C. PRIMARY CAREER  
AND DUTIES: DD/P UNIT: FE/1 DESIGNATION: DI  
Area Ops. Officer - Dep. Br. Chief

PRESENT GRADE: GS-14 PRESENT T/O SLOT BFF-2302  
PROPOSED GRADE: GS-14 NUMBER AND GRADE: GS-0136.51-14  
CIA TRAINING: BOC, OC, SW, SIC TSS Briefing, CSR  
PROPOSED T/O SLOT BR-110  
NUMBER AND GRADE: GS-0136.01-14

EDUCATION: [redacted] B.A.  
LANGUAGE PRO: [redacted]

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):  
June 1946 - Sept. 1952 - U.S. Dept. of Army - Tokyo, Japan - Intell Specialist  
June 1942 - June 1946 - U.S. Navy - Language Officer, Intel specialist

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES  
[redacted]

RECOMMENDED BY: [redacted]

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

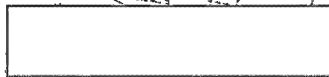
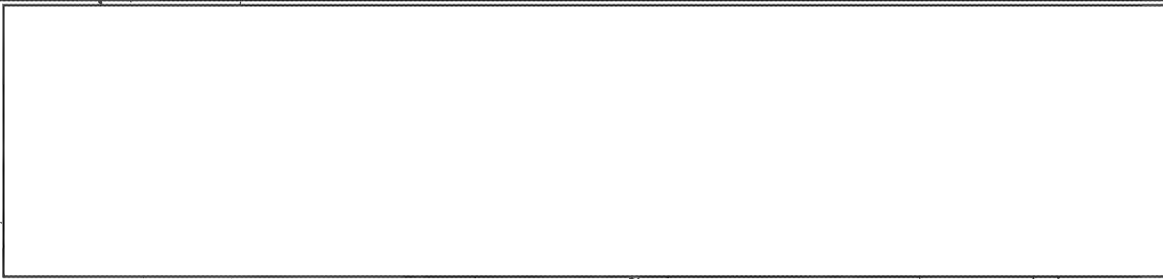
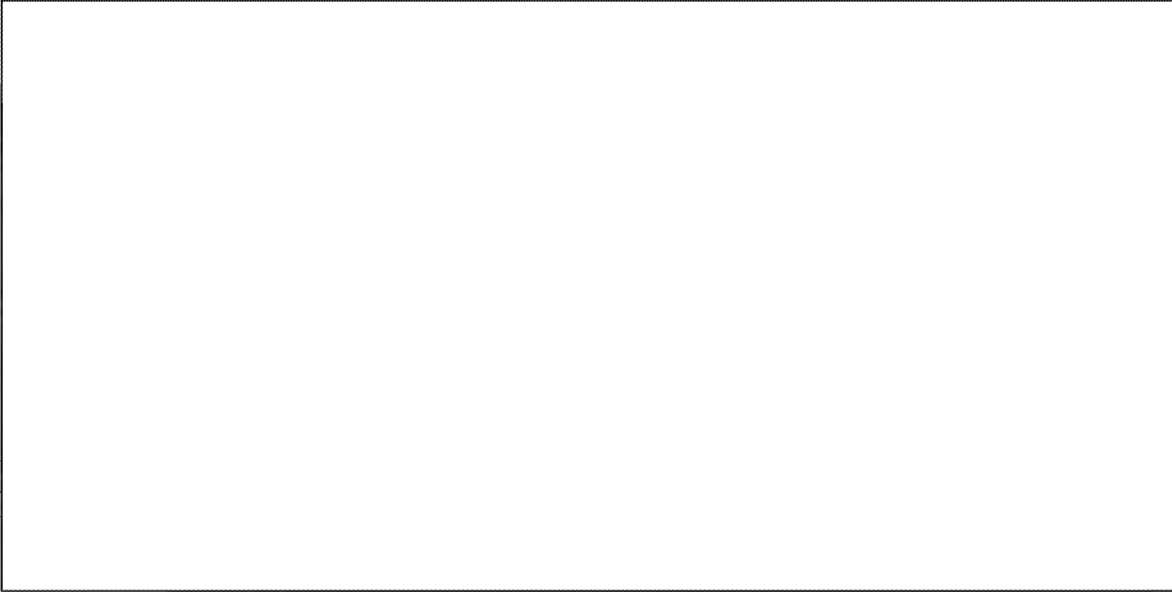
APPROVED BY: [redacted]

NOV 12 11 22 AM '56

OFFICE OF PERSONNEL

SECRET

FOUO



MAIL ROOM

MAY 26 11 59 AM '53  
OFFICE OF PERSONNEL

SECRET

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : DI Career Service Board

DATE: 19 December 1955

FROM : Chief, FE

SUBJECT:

ATTACHMENT:

George S. AURELL  
Chief, FE

APPROVED:

DI Career Board

DEC 23 5 11 PM '55

VIA AIR  
(Specify Air or Sea Route)

RYBAT

DISPATCH NO. [ ]

7751

**SECRET**  
CLASSIFICATION

5 DEC 1955

TO Chief, FE

DATE 30 November 1955

FROM Chief, [ ]

INFO: COS/IA

SUBJECT GENERAL Administrative/Personnel  
SPECIFIC [ ]

1. Attached is a rotation data sheet on [ ]
2. As you will note [ ] lists as his first choice [ ]
3. While it is realized that [ ] has not had a regular tour at Headquarters,

[ ]

1. [ ] has a unique knowledge of [ ] and has a continuity of service that makes his service invaluable.
5. During the next couple of years [ ] gradually reduces in size, and while [ ] are still in a receptive mood it is felt that such can be accomplished through [ ] efforts. It is therefore felt that [ ]'s experience can be to the maximum benefit to KUBARK by his return here for another tour.
6. In order to assist [ ] in its planning, an early answer will be appreciated.

[ ]

[ ]

Attachment:

1. Rotation Data Sheet

Distributions:

- Orig & 2 - Chief, FE, w/attach.
- 1 - COS/IA, w/o attach.

RYBAT

**SECRET**  
CLASSIFICATION

*OK*  
*[Signature]*

VIA AIR  
(Specify Air or Sea Route)

DISPATCH NO. 7285

**SECRET**  
CLASSIFICATION

TO Chief, FE

DATE 28 OCT 1955

FROM

Chief,

INFO: COS/IA

FE Support Base

SUBJECT

GENERAL Administration/Personnel  
SPECIFIC Recommendation for Promotion of

REF:

pursuance of recommendation submitted in Ref, it is requested that  be considered for promotion from the grade of GS-11 to GS-15. Subject has been in grade since 27 September 1952. So occupies a GS-15 slot.

2. Subject has been in his present position for approximately one year and has been under my supervision for 22 months.
3. Subject has made an unusual contribution to the work of the base through:
  - a. His outstanding leadership;
  - b. His almost unique knowledge of the area;
  - c. His ability to deal on a close personal basis with individuals on the highest levels; and
  - d. His quick and often brilliant assessment and solution of many of the important day-to-day problems of the base.
4. These qualities coupled with his strong devotion to duty fully warrant, in my opinion, his promotion to the grade of GS-15.

Attachment:

1. Job Description:

16 October 1955

Distribution:

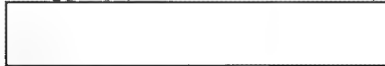
- 1 - Addressee, w/attach.
- 1 - COS/IA, w/attach.
- 1 - FE Support Base, w/attach.


*Cancelled  
for CFE  
Dec 55*

**SECRET**  
CLASSIFICATION

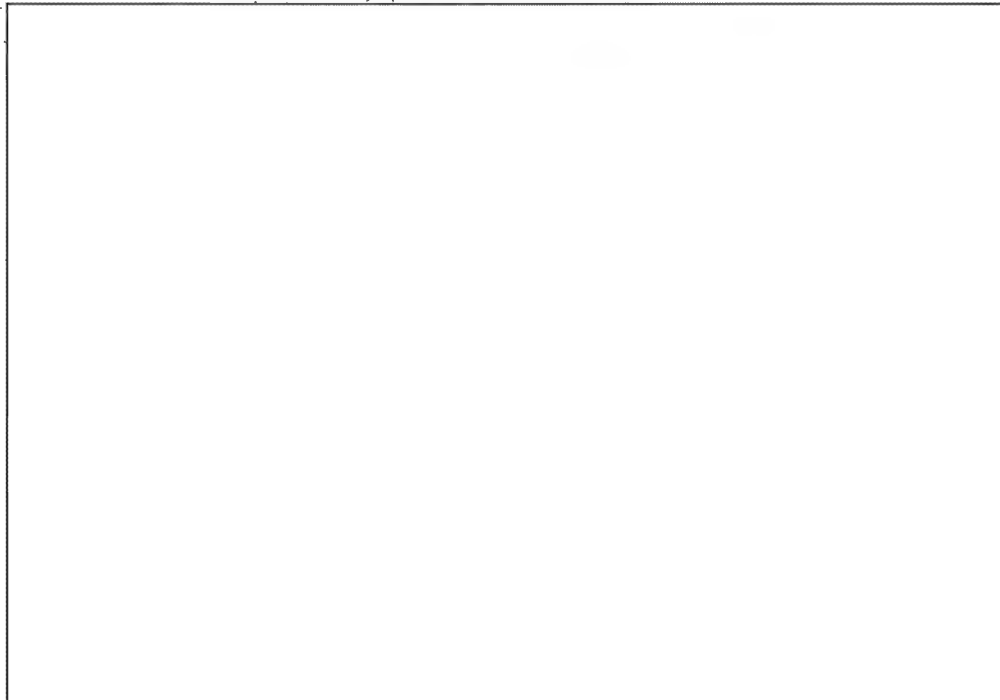
**SECRET**

CLASSIFICATION



1. The position currently held by incumbent is two-fold: a. Deputy for  These two positions will be described separately.

2.



3.





SECRET

- 2 -

4.

5.

6.

7. I certify that the above described duties are true and correct.

101

151

SECRET

SECRET

## Office Memorandum • UNITED STATES GOVERNMENT

TO : FI Career Service Board

DATE: 26 January 1955

FROM : Chief, FE

SUBJECT: [REDACTED] — Extension of Overseas Tour

ATTACHMENT: [REDACTED], dated 13 January 1955

1. Subject's request for extension of overseas tour contained in the attachment is forwarded for your approval.

2. [REDACTED] entered on duty with the Agency in the field on 28 September 1952. He completed his two-year tour on 28 September 1954 and requests that his tour be extended to 28 September 1956.

3. The above request has the concurrence of the Chief [REDACTED]  
[REDACTED] Chief, FE/1.

[REDACTED]

for George E. AURELL  
Chief, FE

APPROVED:

[REDACTED]

FI Career Service Board

Orig: [REDACTED] *CS*  
x - 3332

SECRET

VIA AIR  
(Priority Air or Sea Route)

DISPATCH NO. [ ]

[ ]  
CLASSIFICATION

13 JAN 1955

TO : Chief, FS

DATE \_\_\_\_\_

FROM : [ ]

INFO: Support Mission

SUBJECT { GENERAL: Administrative - Personnel

SPECIFIC: [ ] Request for Extension of Overseas Duty

[ ] completed his two-year overseas tour on 28 September 1954. Subject requests an extension to 28 September 1956. The Chief of Mission concurs in this request.

[ ]

Acting Chief, Personnel Section

Distribution:

- 4 - Headquarters
- 1 - Support Mission

[ ]  
CLASSIFICATION

SECRET

*Robert A. Ascham*

11 June 1954

MEMORANDUM

TO : [redacted]

FROM : Chief of Mission

SUBJECT: Commendation

1. It gives me very great pleasure to forward herewith a personal commendation to you from Robert A. ASCHAM, Chief, KUBARK. This commendation was transmitted to the [redacted] the Senior Representative, [redacted] who requested that his personal appreciation be extended to you.

2. Your performance in the case which resulted in ASCHAM's commendation reflects great credit upon KUBARK in general and upon [redacted] in particular, as well as indicating conclusively your outstanding professional and executive capabilities in the direction and conduct of intelligence activities.

3. I wish to take this opportunity to offer my congratulations and to extend my personal thanks and appreciation.

[redacted]

SECRET

MAY 1 1954

TO : [REDACTED]

SUBJECT : Commendation.

1. It is a very real pleasure for me to be able to acknowledge the excellent manner in which you carried out your duties as officer in charge of the direct handling of the [REDACTED] case. You are to be particularly commended on the manner in which you adjusted to a type of operation with which you had never previously been directly concerned, on the personal rapport which you developed with [REDACTED] and the good judgment displayed in anticipating and dealing with difficult personality problems, and on your understanding of the broad policy problems implicit in this case.

2. I wish to assure you that your substantial contributions to the success of this operation, as well as the personal inconvenience caused by your precipitate and prolonged departure from your family, are fully appreciated. You are further commended on the demonstrated fact that this personal inconvenience in no way affected either your effectiveness or your contagious enthusiasm which contributed so much to this operation.

3. Copies of this letter are being forwarded for the Chief, [REDACTED] and the Senior Representative, [REDACTED], as well as to your permanent personnel file at headquarters.

  
ROBERT A. ASCHAM

SECRET

PERSONNEL TRANSFER AND CLEARANCE SHEET

3 October 1952

TO: Chief, FB

FROM:

1.

Branch:

2. Detached from:

Ordered to: Washington, D. C.

On Temporary Duty for 90 days and return

3. Approximate date of departure: 3 October 1952. Travel by air.

4. Monthly salary allotment in the field: \$400. Not yet effective.

Overall base pay per annum: \$9600 Marital status: Married

5. Allowances: 10% Differential. Not yet effective.

6. Per Diem: Not applicable

7. Unaccounted or unpaid advances at time of detachment:

8. Leave used at this station: None

Accumulated leave to date of detachment: Unknown

Additional Remarks: Subject entered on duty in the field 28 September 1952. Transfer of leave record has not yet been accomplished. Salary and 10% differential have not been paid.

FOR THE CHIEF,

---

VIA: AIR  
SPECIFY AIR OR SEA POUCH

DISPATCH NO.

SECRET  
Security Information  
CLASSIFICATION

TO : Chief, FE

DATE: 30 September 1952

FROM : Chief,

SUBJECT: GENERAL Administration - Personnel

SPECIFIC:  Completion of Personnel Forms

REFERENCE:  17 March 1952

ATTACHMENTS:

- (a) Form W-4
- (b) Form 61
- (c) Secrecy Agreement (dup)
- (d) SF 78 (in lieu of Form 88)
- (e) Letter of Appointment (dup)
- (f) SF 2806
- (g) Form 37-79 (dup)
- (h) Form 37-50
- (i) Memorandum of Field Allowance dated 28 September 1952 (dup)
- (j) True Signature Form (dup)
- (k) Personnel Transfer and Clearance Sheet (quad) (see 30-3)

1. Transmitted herewith are completed personnel forms for subject employee.
2. Standard Form 2808, Designation of Beneficiary, is withheld by this Unit. Designated beneficiary as indicated by Retirement Act order of preference is satisfactory to subject.
3. Reference attachment (j), Acknowledgement of Pseudonym Forms will follow.
4. Attachment (k) is submitted in accordance with Field Regulation 30-3.



SECRET  
CLASSIFICATION  
RI COPY

71-1-1-413

SECRECY AGREEMENT

1. I,  understand that by virtue of my duties in the \_\_\_\_\_, I may be the recipient of information and intelligence which concerns the present and future security of the United States and which belongs to the United States. This information and intelligence, together with the methods of collecting and handling it, are classified according to security standards set by the \_\_\_\_\_. I have read and understand the provisions of the Act of Congress of June 15, 1917, (Espionage Act) as amended, concerning the disclosure of information relating to the National Defense and I am familiar with the penalties provided for violation thereof.

2. I agree that I do not now, nor shall I ever possess any right, interest, title or claim in or to any of the information or intelligence or the methods of collecting or handling of it which has come or shall come to my attention by virtue of my connection with the \_\_\_\_\_, but shall always recognize the property right of the United States of America in and to such matters.

3. I do solemnly swear that I will never divulge, publish nor reveal either by word, conduct, or any other means such classified information, intelligence or knowledge, except in the performance of my official duties and in accordance with the laws of the United States, unless specifically authorized in writing in each case by the Director, \_\_\_\_\_.

4. I understand that no change in my assignment or employment will relieve me of my obligation under this oath and that the provisions of this oath will remain binding upon me even after the termination of my services with the United States.

5. I take this obligation freely, without any mental reservation or purpose of evasion.

In witness whereof I have set my hand and seal this 23<sup>rd</sup> day of September 1952.

Sworn to before me this 23<sup>rd</sup> day of \_\_\_\_\_

*Robert H. [unclear]*



1499

VIA: A I R  
(SPECIFY AIR OR SEA ROUTE)

DISPATCH NO.

SECRET  
SECURITY INFORMATION  
CLASSIFICATION

DATE: AUG. 28. 1953

TO : Chief, FE

FROM : Senior Representative

SUBJECT: GENERAL— Administrative - Personnel

SPECIFIC— ~~REDACTED~~ Commendation of

Attachment (1) Dispatch No.  dtd 17 August 1953 under the above subject

It is with pleasure that I endorse and forward to Headquarters the attached dispatch prepared by the  commanding ~~REDACTED~~ for performance of his duties as Chief of Staff

24 August 1953

Distribution

- 3 - HQS - v/3 encls.
- 1 -  "
- 1 - Registry
- 1 - File

FORM 13  
212 1949 51-28A

SECURITY INFORMATION  
CLASSIFICATION

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

NAME		DATE	
[Redacted]		2 November 1951	
NATURE OF ACTION		EFFECTIVE DATE	
Excepted Appointment			
TITLE GRADE AND SALARY OFFICE DIVISION BRANCH OFFICIAL STATION	FROM	TO	
			I.O. (CE)
			GS-13 \$8360
			OSO
			FDZ
			C - [Redacted]
APPROVAL			
QUALIFICATIONS	FOR ASSISTANT DIRECTOR		EXECUTIVE
[Redacted]	[Redacted]		[Redacted]
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
OATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____			
SECURITY CLEARED ON _____			
OVERSEAS AGREEMENT SIGNED _____			
ENTERED ON DUTY _____			
			(SIGNATURE OF AUTHENTICATING OFFICER)
C # 1817			
REMARKS: Attachments: PHS (in duplicate) w/Appendix I, Ltr. of Availability			
[Redacted]			
ICM, Requesting Waiver of OSO Reg. 20-1 attached. Secrecy agreement to be forwarded from the Field.			
			[Signature]

**SECRET**  
**SECURITY INFORMATION**  
**TRAINING EVALUATION**

OPERATIONS

**IMPORTANT:** The official to whom this report is entrusted is personally responsible for it. He may show it to other members of his staff or to the student concerned if such action is considered necessary and advisable.  
This report summarizes the test results, observations and opinions of the various instructors for the course listed only. More complete data are available in the files of the office of Training (Covert), and may be examined after contacting the Training and Evaluation Officer. Any questions as regards the evaluation of this student should be referred to the Chief, Training and Evaluation, TR(C).

NAME OF STUDENT (LAST)	FIRSTS	INITIALS	AGE	GRADE (SEE 50 PAGE)	DATE OF REPORT
			37	GS-16	9 December 1952
DIVISION			PROJECTED ASSIGNMENT		COURSE NO.
PI    PE    C					40

**PERFORMANCE RECORD**

THE FOLLOWING GRADES SHOW THE ACHIEVEMENT OF THE STUDENT IN THE MAJOR ELEMENTS OF THE COURSE. TWO GRADES ARE ASSIGNED IN EACH AREA, ONE FOR COMPREHENSION AND ONE FOR IMPLEMENTATION. A SPECIFIC DEFINITION OF EACH OF THESE TERMS, AS WELL AS OF THE ADJECTIVAL RATINGS EMPLOYED, IS GIVEN ON THE BACK OF THIS EVALUATION FORM.

MAJOR ELEMENTS	ADJECTIVAL RATINGS									
	FAILURE		POOR		SATISFACTORY		EXCELLENT		SUPERIOR	
	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.
1.						X	X			
2.						X	X			
3.						X	X			
4.								X	X	
5.								X	X	
6.								X	X	
7.								X	X	
8.								X	X	
9.								X	X	
10.								X	X	

THE FOLLOWING INDICATES THE VARIOUS TRAITS AS OBSERVED BY THE INSTRUCTORS DURING THE TRAINING PERIOD. THE OBSERVATIONS INCLUDE THE STUDENT'S PARTICIPATION AND CONDUCT IN TRAINING AS WELL AS HIS REACTIONS TO VARIOUS PROBLEMS AND SITUATIONS.

<b>A. Constructive Imagination</b> (NOT OBSERVED <input type="checkbox"/> )	1	2	3	4	5	1	2	3	4	5
Devoid of constructive imagination or inventiveness in approach to problems.	Shown only a very limited degree of constructive imagination.	Shown sufficient constructive imagination to meet most school situations adequately.	Communicated the possession of creative ability to a greater than average degree.	Outstandingly creative, inventive, or original.						
<b>B. Astuteness</b> (NOT OBSERVED <input type="checkbox"/> )	1	2	3	4	5					
Appeared glibble and naive.	Exhibited below average skepticism and discernment.	Displayed adequate judgment and perspicacity.	Displayed above average perspicacity and skepticism.	Displayed exceptional shrewdness and perspicacity.						
<b>C. Industry</b> (NOT OBSERVED <input type="checkbox"/> )	1	2	3	4	5					
Did not show sufficient application of time and effort.	Applied only the minimum amount of time and effort necessary.	Shown adequate compliance as regards time and effort necessary.	Volunteered greater time and effort than is normally expected in this course.	Was unusually industrious, giving generously of time and effort.						
<b>D. Initiative</b> (NOT OBSERVED <input type="checkbox"/> )	1	2	3	4	5					
Consistently failed to act without being specifically instructed to do so.	Generally exhibited a low level of enterprise but occasionally acted on his own.	Normally took steps to implement ideas without external prompting.	Usually displayed enthusiasm and aggressiveness in carrying out projects.	Displayed unusual energy, enthusiasm, and aggressiveness.						
<b>E. Ability to Write</b> (NOT OBSERVED <input type="checkbox"/> )	1	2	3	4	5					
Seemed unable to express thoughts clearly in written form.	Was weak in expressing thoughts clearly in written form.	Written work showed no significant weakness.	Displayed ability to express thoughts thoroughly in written form.	Was outstanding in ability to express ideas in clear, correct, coherent manner.						

F. Facility of oral expression (NOT OBSERVED  )

1	2	3	4	5
Unable to express self clearly. Presented ideas in groping and incoherent fashion.	Lacked fluency or ease in his speech, but meaning usually clear.	Displayed reasonable facility in oral expression.	Spoke confidently, conveying ideas clearly and readily.	Outstanding in fluency and clarity of oral expression.

G. Ability to Get Along With Associates. (NOT OBSERVED  )

1	2	3	4	5
Frequently alienated his associates.	Failed to win social acceptance but did not actively antagonize others.	Reasonably effective in his social relations.	Displayed definite ability to achieve harmonious relationships with his associates.	Unusually effective in his ability to win acceptance from others.

H. Ability to Influence His Associates (NOT OBSERVED  )

1	2	3	4	5
Withdrew from group activities to a marked degree, failing to influence the thinking and actions of others.	Normally socially retiring, opinions rarely affected his associates.	Usually participated in group activities, was fairly successful in selling a point or himself.	Was excellent at influencing others by his own personality and thinking.	Was outstanding in ability to command respect and attention through his personality and thinking.

I. Tact (NOT OBSERVED  )

1	2	3	4	5
Markedly blunt and indiscreet.	Frequently said or did something which induced an unfavorable reaction.	Reasonably discreet and tactful.	Had good discernment for the appropriate thing to say or do.	Consistently demonstrated keen perception for fitting speech or conduct.

J. Adaptation to Training (NOT OBSERVED  )

1	2	3	4	5
Displayed no interest or enthusiasm for training and failed to adapt himself to the demands made upon him.	Accepted training program reluctantly and had difficulty adapting himself to the training requirements.	Displayed average interest in and acceptance of training.	Exhibited an excellent acceptance of training and readily adapted to demands made upon him.	Outstanding in his acceptance of training and display of enthusiasm and interest.

COMMENTS

[Large empty area for handwritten comments]

*C.F.B.*  
SIGNATURE OF CHIEF INSTRUCTOR

APPROVED  
SIGNATURE OF DEPUTY FOR STAFF TRAINING  
*Robert B. Schaffer*

REVIEWED  
SIGNATURE OF CHIEF, TRAINING AND EVALUATION  
*[Signature]*

FORM NO. 51-86  
OCT 1951

SECRET

(OVER)

SECRET

**CONFIDENTIAL**  
Security Information

UNITED STATES GOVERNMENT

Sections 1 through 4 completed by employee. Type if possible.

1. NAME (Printed)  **MICHAEL** CAP RATING **GS-14** SALARY **\$9600.**

Date of assignment to present position **23 Sept. 1952**

2. Description of duties since last proficiency report. (Use most recent first. Describe concisely but fully)

**Deputy Chief of Station**

3. If courses of instruction were completed during period of this report, list title, location of school, length of course and date completed.

**Courses while on TDY in U.S.**

Proficiency in Foreign Language	READING			SPEAKING			UNDERSTANDING		
	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR
<span style="border: 1px solid black; display: inline-block; width: 80px; height: 1.2em;"></span>			x			x			x

4. My preference for next duty after termination of current assignment is.

TYPE OF DUTY

LOCATION

Same

Same

(list one or more in order of preference)

5. Have there been any changes in personal status since original employment or last report - whichever is later? (Answer yes or no.)  
 Marital Status No Number of Dependents 1 Emergency addresses No, legal address No If the answer to any of the above is yes, attach a separate detailed report to duplicate hereto. In the case of marriage, the report will include names, addresses, and citizenship of spouse, father-in-law, mother-in-law, brothers-in-law, and sisters-in-law.

DATE 1 June 1953

\* Child born 11 Feb. 1953

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through it to be completed by [redacted]

Period covered by this report: Date from 27 Sept. 1952 to 1 June 1953

Proposed Reassignment of employee reported on: [redacted] : Covering interval of days of employment: [redacted]

6. Is this employee qualified to perform all present duties? Yes  No   
Is employee better qualified for other duties? Yes  No   
If so, what duty or duties?

Do you concur in employee's description of duties under Section 2? Yes  No  If NO, explain in Section II.

Has employee striven for professional improvement? Yes  No

Do you recommend employee for promotion? Yes  No

If so, to what grade and for what position?

To grade GS-15. However, there is no current vacancy in [redacted] T/O.

For each factor observed check the appropriate box to indicate how the employee compares with all others of the same classification whose professional abilities are known to you personally. Do not limit this comparison to the others now under your supervision. Do not hesitate to mark "Not Observed" on any quality when appropriate.

Rating Factors

	Not Observed	Unsatisfactory	Fair	Good	Very Good	Excellent	Outstanding
A. Ability to work and get along with people						<input checked="" type="checkbox"/>	
B. Interest and enthusiasm in work						<input checked="" type="checkbox"/>	
C. Security consciousness						<input checked="" type="checkbox"/>	
D. Ability to grasp instructions					<input checked="" type="checkbox"/>		
E. Ability to follow instructions						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Ability to obtain results and get things done						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G. Initiative						<input checked="" type="checkbox"/>	
H. Ability to handle and direct						<input checked="" type="checkbox"/>	
I. Ability to evaluate intelligently						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
J. Judgment						<input checked="" type="checkbox"/>	
K. Sarcasm (Non-Gullibility)					<input checked="" type="checkbox"/>		
L. Leadership						<input checked="" type="checkbox"/>	
M. Physical Stamina					<input checked="" type="checkbox"/>		
N. Mental Stamina						<input checked="" type="checkbox"/>	

Indicate your attitude toward having this employee under your command or supervision as follows: Definitely not want him  Don't want to have him  Am satisfied to have him  Definitely want him

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11. Enter here any desired remarks pertaining to particular qualifications or lack thereof which are considered pertinent to the evaluation of this employee. Outstanding assets and/or serious limitations should be stated, also reasons for and recommendations as to reassignment will be given if appropriate to this report.

Subject officer is an outstanding addition to KUBARK as a general service staff officer. He has the aggressive sense of urgency so necessary in any position of responsibility together with the necessary qualities of balance, understanding of human nature and sincerity of purpose. He would be an asset to any branch, division or staff of KUBARK home office, and would be capable of assuming almost any responsible position in an overseas post. If he has any weakness at present, it is a lack of experience in covert operations; this can be overcome before the expiration of his present tour.

(If additional space is needed, attach extra sheet.)

17 August 1953

(Date)

(If Reviewing Officer or Chief of Station does not concur with this report, exceptions will be stated in space provided below.)

UNDER NO CIRCUMSTANCES IS THIS REPORT TO BE SHOWN TO THE  
EMPLOYEE REPORTED ON

BIASED OPINIONS BASED ON PERSONAL LIKES AND DISLIKES MUST BE SCRUPULOUSLY AVOIDED. IT SHOULD BE BORNE IN MIND THAT THE PREPARATION OF EFFICIENCY REPORTS IS AN IMPORTANT FUNCTION OF ALL SUPERVISORS OF EMPLOYEES, AND THE ACCURATE AND TRUE EVALUATIONS EXPRESSED THEREIN ARE A DIRECT REFLECTION UPON HIS OWN ABILITY AND QUALIFICATION FOR THE POSITION HE HOLDS.

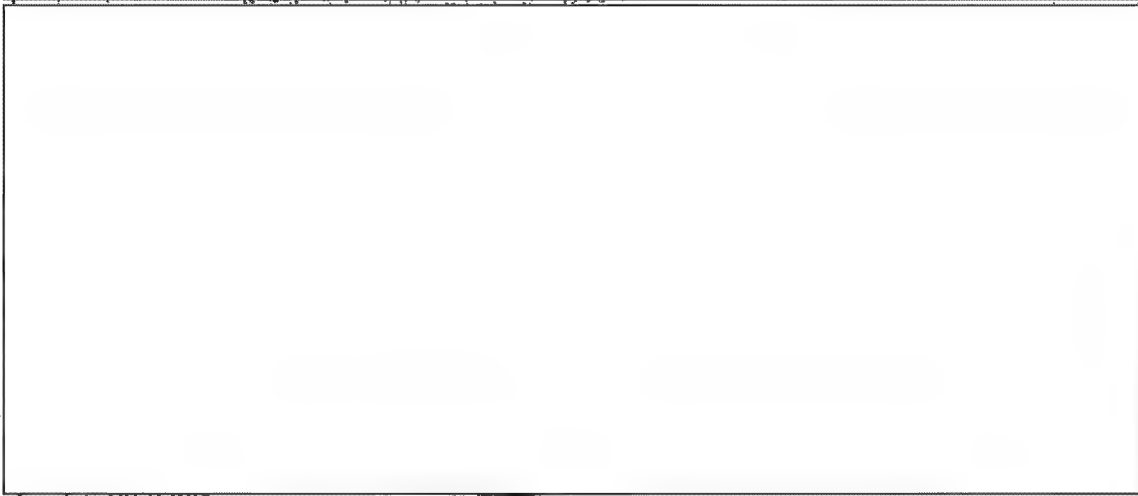
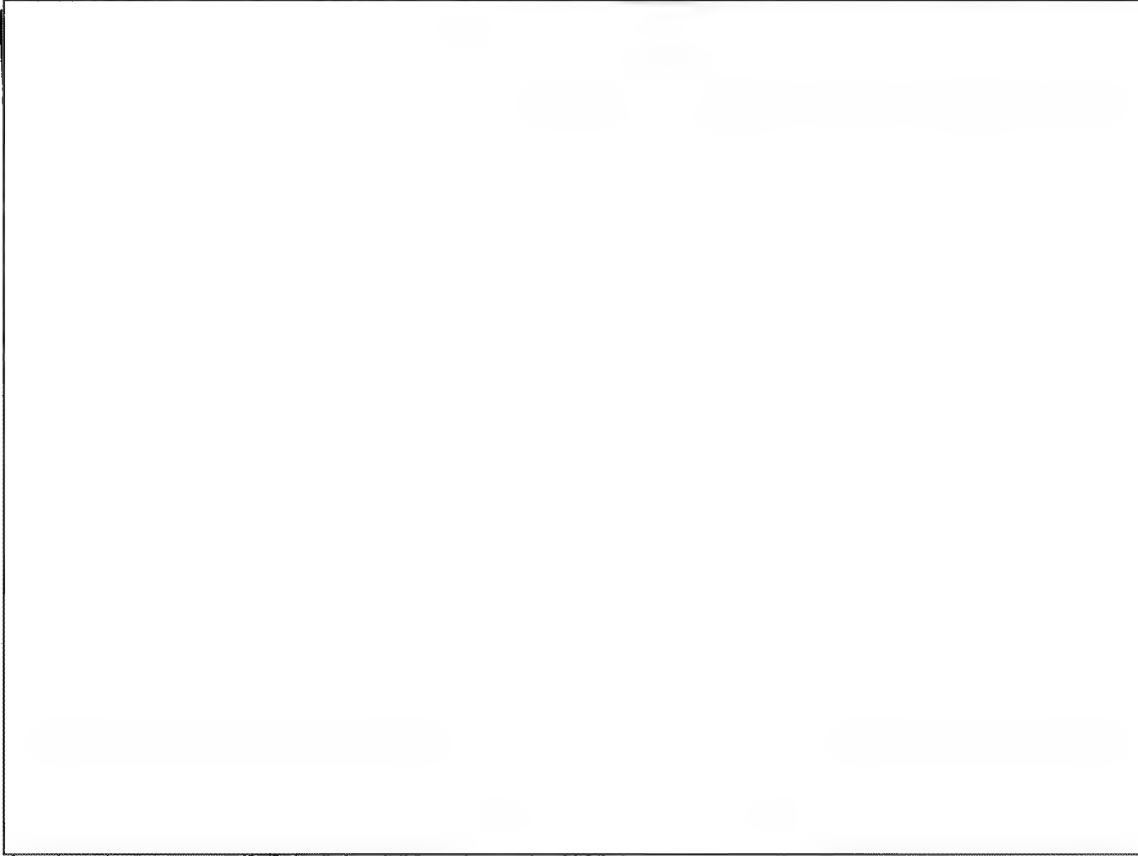
ANY DESIRED REMARKS OF REVIEWING OFFICER AND/OR CHIEF OF STATION:

**CONFIDENTIAL**

11-31-15

SECRET

FORM NO.



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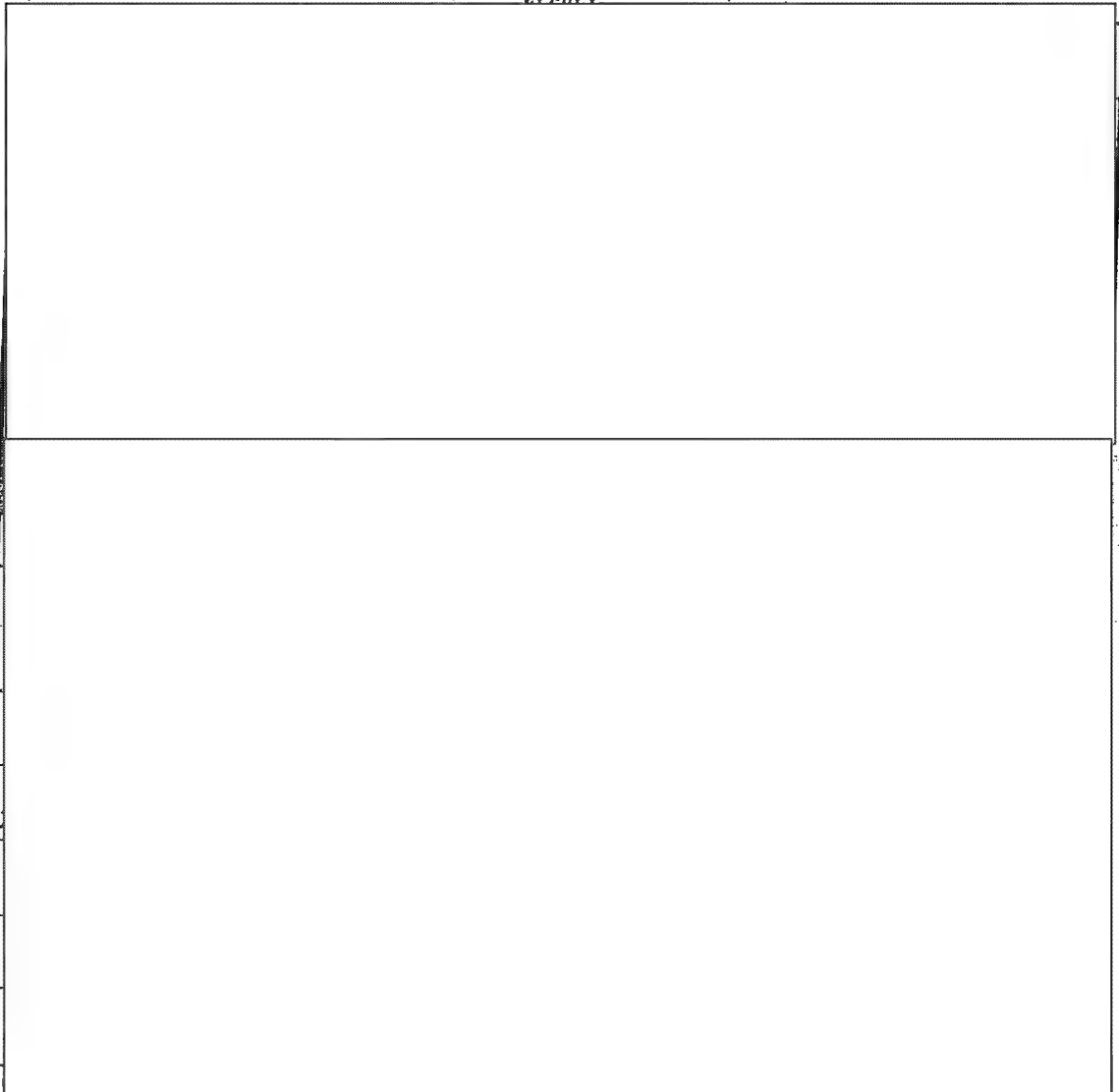
FORM 1551 use previous edition

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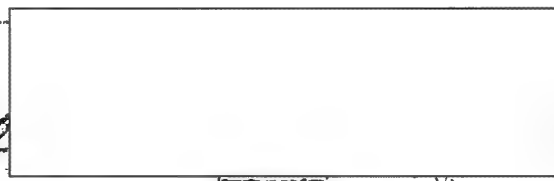


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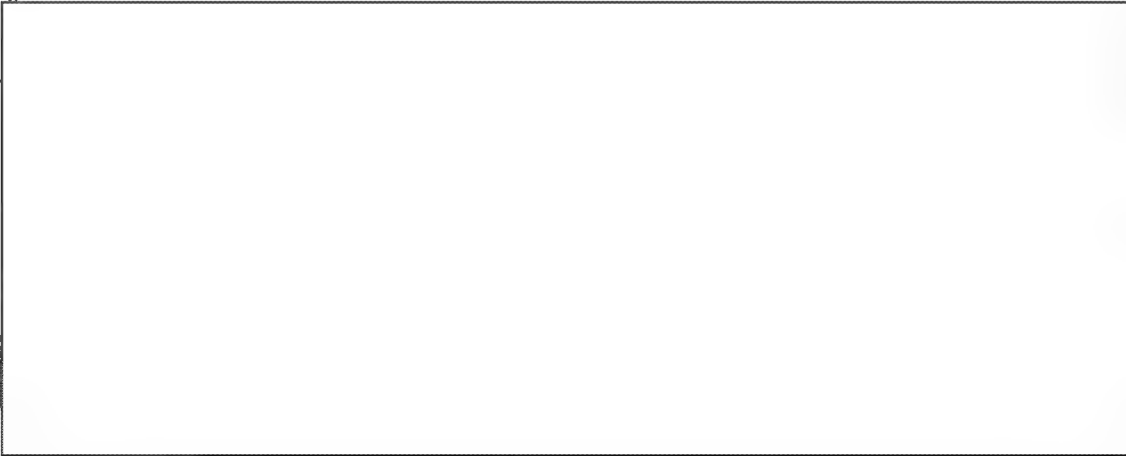
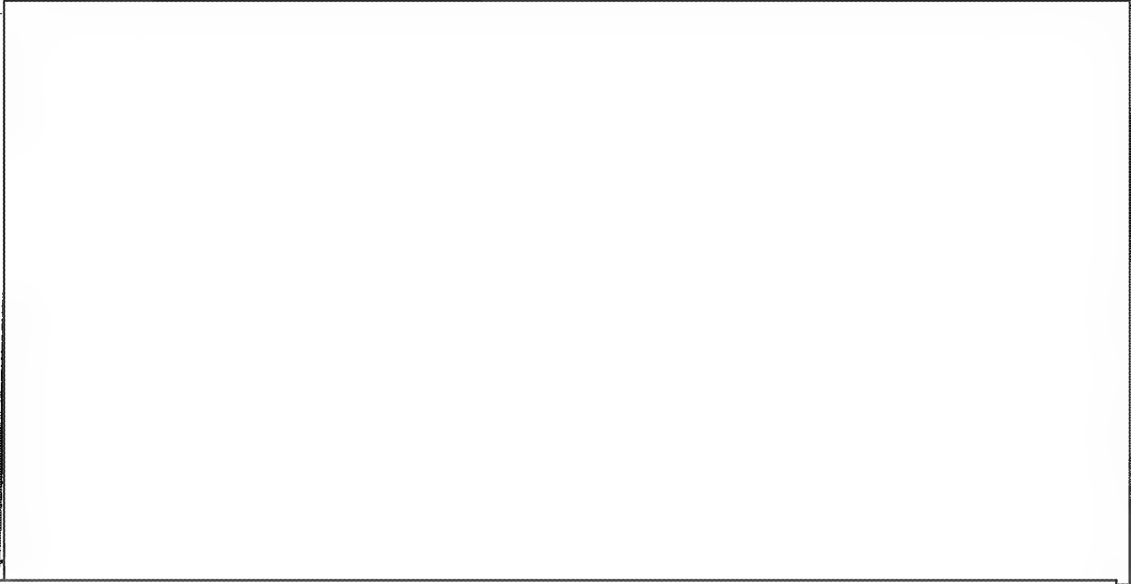
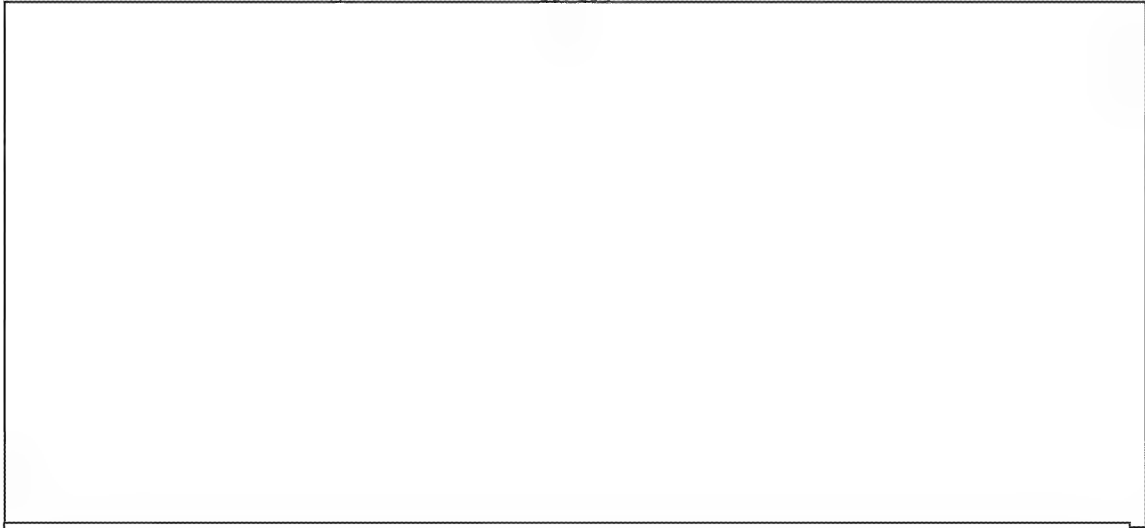
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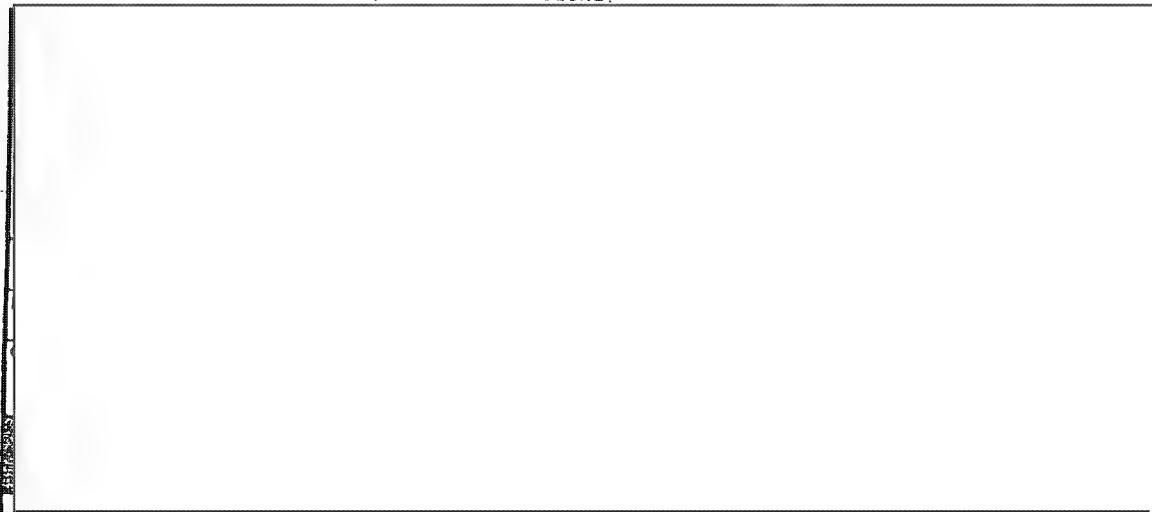


TOPP  
-20-431

SECRET



SECRET



a. Temporarily to \_\_\_\_\_ days, effective \_\_\_\_\_

b. Continuing, effective: \_\_\_\_\_ EOD \_\_\_\_\_

Submit Form 642 to change limitation category.  
(MHR 20-7)

Ascertain that Army W-2 being issued.  
(MHR 20:661-1)

Submit Form 1322 for any change affecting this cover.  
(R 240-250)

Submit Form 1323 for transferring cover responsibility.  
(R 240-250)

Concluded in issuance

AGE   
NACS

Hospitalization card.

THIS COVERS INFORMATION REMAINS  
ON TOP OF FILE

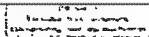
Cover History



62/194  
Form 1-194 Form 2-194 Form 3-194 Form 4-194 Form 5-194 Form 6-194 Form 7-194 Form 8-194 Form 9-194 Form 10-194 Form 11-194 Form 12-194 Form 13-194 Form 14-194 Form 15-194 Form 16-194 Form 17-194 Form 18-194 Form 19-194 Form 20-194 Form 21-194 Form 22-194 Form 23-194 Form 24-194 Form 25-194 Form 26-194 Form 27-194 Form 28-194 Form 29-194 Form 30-194 Form 31-194 Form 32-194 Form 33-194 Form 34-194 Form 35-194 Form 36-194 Form 37-194 Form 38-194 Form 39-194 Form 40-194 Form 41-194 Form 42-194 Form 43-194 Form 44-194 Form 45-194 Form 46-194 Form 47-194 Form 48-194 Form 49-194 Form 50-194 Form 51-194 Form 52-194 Form 53-194 Form 54-194 Form 55-194 Form 56-194 Form 57-194 Form 58-194 Form 59-194 Form 60-194 Form 61-194 Form 62-194 Form 63-194 Form 64-194 Form 65-194 Form 66-194 Form 67-194 Form 68-194 Form 69-194 Form 70-194 Form 71-194 Form 72-194 Form 73-194 Form 74-194 Form 75-194 Form 76-194 Form 77-194 Form 78-194 Form 79-194 Form 80-194 Form 81-194 Form 82-194 Form 83-194 Form 84-194 Form 85-194 Form 86-194 Form 87-194 Form 88-194 Form 89-194 Form 90-194 Form 91-194 Form 92-194 Form 93-194 Form 94-194 Form 95-194 Form 96-194 Form 97-194 Form 98-194 Form 99-194 Form 100-194

301

SECRET



1971-10-01

DNSS 2 JAN 74

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

*Donohue/Pi B*

001

1 SERIAL NUMBER  
2 NAME (LAST, FIRST, MIDDLE)

3 NATURE OF PERSONNEL ACTION  
RETIREMENT (VOLUNTARY) UNDER CIA  
RETIREMENT AND DISABILITY SYSTEM

4 EFFECTIVE DATE  
MO DA YR  
12 31 73

5 CATEGORY OF EMPLOYMENT  
REGULAR

6 FUNDS  
% V TO V  
CF TO V

7 FAN AND NSCA  
4221 0117 0000

8 CSC OR OTHER LEGAL AUTHORITY  
PL 88-643 SECT 233

9 ORGANIZATIONAL DESIGNATIONS  
DDO/PLANS STAFF  
CAREER MANAGEMENT GROUP

10 LOCATION OF OFFICIAL STATION  
WASH., D.C.

12 POSITION NUMBER  
0040

13 SERVICE DESIGNATION  
D

14 OCCUPATIONAL SERIES  
36,01

16 GRADE AND STEP  
17 5

17 SALARY OR RATE  
36000

1-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK  
DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF

FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

18 SEPARATION DATA CODE  
05J0000

EOD DATA

19 VET PREFERENCE  
20 SERA COMP RATE  
21 ANNO COMP DATE  
22 CAREER CATEGORY  
23 FEDERAL TAX DATA  
24 SOCIAL SECURITY NO.

25 PREVIOUS GOVERNMENT SERVICE  
26 LEAVE CAT CODE  
27 SIGNATURE OR OTHER AUTHENTICATION

POSTED  
1-3-74  
JER

SECRET

115

~~10/31~~ H-31

8888

1 SERIAL NO		2 NAME		3 ORGANIZATION		4 FUNDS		5 LWOP HOURS	
				37 133		V			
6 OLD SALARY RATE				7 NEW SALARY RATE				8 TYPE ACTION	
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
GS 17	4	\$36,000	11/20/71	GS 17	5	\$36,000	11/25/73		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPLIANCE.									
SIGNATURE				DATE					
				2 Oct 73					
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
SUPERVISOR'S INITIALS									
Ray									
PAY CHANGE NOTIFICATION									
(4-51)									

FORM 7-66 560E Use previous editions

DMSC 2 JAN 74

1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)		3. EFFECTIVE DATE				4. CATEGORY OF EMPLOYMENT	
				12 31 73				REGULAR	
5. RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM				7. FAR AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY			
6. FUNDS		V TO V		V TO CF		4221 0117 0000		PL 88-643 SECT 233	
CF TO V		CF TO CF							
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION					
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER CH.				0043		D			
14. CLASSIFICATION SCHEDULE (GS, IS, OS)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS		0136.01		17 5		36000			
18. REMARKS									
IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED.									
SIGNATURE OF OTHER AUTHORITY									

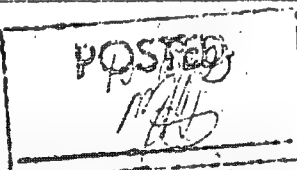
"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11739, PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
		37	325	V GS 17 4	\$36,000

KHN: 12 OCT 73


SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1 SERIAL NUMBER		2 NAME (LAST FIRST MIDDLE)									
3 NATURE OF PERSONNEL ACTION				4 EFFECTIVE DATE		5 CATEGORY OF EMPLOYMENT					
REASSIGNMENT				MO DA YR 09 21 73		REGULAR					
6 FUNDS		X V TO V		V TO CF		7 FAN AND NSCA		8 CSC OR OTHER LEGAL AUTHORITY			
CF TO V		CF TO CF		4221 0117 0000		50 USC 403 J					
9 ORGANIZATIONAL DESIGNATIONS					10 LOCATION OF OFFICIAL STATION						
DDO/PLANS STAFF CAREER MANAGEMENT GROUP					WASH., D.C.						
11 POSITION-TITLE					12 POSITION NUMBER		13 SERVICE DESIGNATION				
OPS OFFICER CH.					0049		D				
14 CLASSIFICATION SCHEDULE (GS, LB, etc.)			15 OCCUPATIONAL SERIES		16 GRADE AND STEP		17 SALARY OR RATE				
GS			0136.01		17 4		36000				
<p>"IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."</p>											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
18 ACTION CODE	19 EMPLOY CODE	21 OFFICE CODING		22 STATION CODE	23 INTEGRAL CODE	24 MONTH CODE	25 DATE OF BIRTH		26 DATE OF GRADE	27 DATE OF REL	
37	10	37325 PS		75013			MO DA YR		MO DA YR	MO DA YR	
28 DATE EXPIRES		29 SPECIAL REFERENCE		30 RETIREMENT DATA		31 SEPARATION DATA CODE		32 Correction / Correction Data		33 SECURITY REG NO	34 SER
MO DA YR				1. CSC 2. SA 3. TCA 4. TCA				MO DA YR		NEED DATA	
35 VET PREFERENCE		36 SERV COMP DATE		37 LONG COMP DATE		38 CAREER CATEGORY		39 LEGAL / HEALTH INSURANCE		40 SOCIAL SECURITY NO	
CODE		MO DA YR		MO DA YR		CAR RET PROX TEMP		CODE		HEALTH INS COGN	
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE				42 LEAVE CAT. CODE		43 FEDERAL TAX DATA				44 STATE TAX DATA	
1. NO PREVIOUS SERVICE 2. FEDERAL SERVICE 3. OTHER IN SERVICE (LESS THAN 3 YRS) 4. OTHER IN SERVICE (MORE THAN 3 YRS)				CODE		45 FEDERAL TAX DATA				46 STATE TAX DATA	
						1. YES 2. NO				1. YES 2. NO	
SIGNATURE OR OTHER AUTHENTICATION											
											



RCS: 30 JULY 73

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION													
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)											
3. NATURE OF PERSONNEL ACTION													
REASSIGNMENT				4. EFFECTIVE DATE MO DA YR 07 01 73				5. CATEGORY OF EMPLOYMENT REGULAR					
6. FUNDS		V TO V		V TO CF		7. FAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY					
CF TO V		CF TO CF		4221 0117 0000		50 USC 403 J							
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION							
DDO/PLANS STAFF CAREER MANAGEMENT GROUP PENDING REASSIGNMENT						WASH., D.C.							
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION					
OPS OFFICER CH						0000		D					
14. CLASSIFICATION SCHEDULE (GS, LB, PK)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP		17. SALARY OR RATE					
GS			0136.01			17 4		36000					
18. REMARKS													
" IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL													
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE		23. INTEGRATE CODE	24. PRIORITY CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LET	
37	10	37135	PS	75013									
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. Correction / Cancellation Data		33. SECURITY INFO NO		34. SER	
										EOD DATA			
35. VET PREFERENCE		36. SERV. COMP DATE		37. LONG COMP DATE		38. CAREER CATEGORY		39. FEIGHT / HEALTH INSURANCE		40. SOCIAL SECURITY NO.			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT CODES		43. FEDERAL TAX DATA				44. STATE TAX DATA			
1. NO FEDERAL SERVICE 2. NO STATE OR SERVICE 3. STATE OR SERVICE LESS THAN 1 YEAR 4. STATE OR SERVICE MORE THAN 1 YEAR				1. YES 2. NO		1. YES 2. NO				1. YES 2. NO			
SIGNATURE OR OTHER AUTHENTICATION													
FROM: NOCAD						<div style="border: 1px solid black; padding: 5px; display: inline-block;">           POSTED            8-1-73   </div>							

"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
		54	997	V GS 17 4	\$36,000

BS: 21 MAR 72

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION										
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)								
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT				
REASSIGNMENT				03 03 72		REGULAR				
6. FUNDS		V TO V		V TO CF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY		
X		CF TO V		CF TO CF		2231 4148 0000		50 USC 403 J		
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION					
DDP/ [ ] DEVELOPMENT COMPLEMENT					WASH., D.C.					
11. POSITION TITLE					12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER CH					9957		D			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS			0136.01		17 4		36000			
18. REMARKS OTHER										
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMBER		22. STATION CODE	23. RESERVE CODE	24. HONOR CODE	25. DATE OF BIRTH		26. DATE OF GRADE	27. DATE OF ELI
37	18	54957 NOCA		75013						
28. NETL EXEMPTS		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. REPARATIONS DATA CODE	32. COMPENSATION CONVERSION DATA		33. SECURITY AFD NO.		34. SEA
								EOD DATA		
35. VET PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. CAREER CATEGORIES		39. FEGLI HEALTH INSURANCE		40. SOCIAL SECURITY NO.
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA		
SIGNATURE OR OTHER AUTHENTICATION										
FROM MPS					POSTED					
					3-22-72 1/1					

FORM 543 11-50 Use Previous Edition 11/70

SECRET

Obtained from electronic storage and distribution (When Filled In)

DB

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND EXECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
		52	100	V GS 17 4	\$36,000

BBC: 30 NOV 71

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT					
PROMOTION				11 28 71		REGULAR					
6. FUNDS		V TO V		V TO CF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY			
X						2221 2886 (XX)0		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION							
DDP/MISSIONS & PROGRAMS STAFF OFFICE OF THE CHIEF				WASH., D.C.							
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE SEPARATION					
OPS OFFICER CH				0001		D					
14. CLASSIFICATION SCHEDULE (OS, LB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY GRADE				
GS			0136.01		17 4		35801				
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. SPECIAL CODE	24. UNION CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI		
22	10	52100	MPS	75013		1		11 28 71	11 28 71		
28. TIME EMPLOYED		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. EMPLOYMENT CHANGES FROM		33. SECURITY HQ NO	
								EOD DATA			
34. VET. PREFERENCE		35. SERV. COMP. DATE		36. LONG COMP. DATE		37. CAREER CATEGORY		38. LEGAL HEALTH INSURANCE		39. SOCIAL SECURITY NO.	
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE				41. LEAVE CAT. CODE		42. FEDERAL TAX DATA		43. STATE TAX DATA			
SIGNATURE OF OTHER AUTHENTICATION											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;"><b>POSTED</b></p> <p style="margin: 0;">7 DEC 1971</p> </div>											

FORM 1150- 544 6-70

Use Previous Edition

SECRET

Excluded from automatic downgrading and declassification

(When Filled In)

31 H 36

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
				32 100		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 16	6	\$32,819	08/24/69	GS 16	7	\$33,757	08/22/71		
CERTIFICATION AND AUTHENTICATION									
I. CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
<i>Carol M. ...</i>						11/15/71			
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS						AUDITED BY			
B.E.K.						<i>[Signature]</i>			
FORM 7-68 560 E		Use previous editions		PAY CHANGE NOTIFICATION				(4-51)	

AUG 15 15 11 71

RECEIVED

824

**SECRET**  
(When Filled In)

DD FORM 1316-71

**NOTIFICATION OF PERSONNEL ACTION**

OCF

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS</b>			4. EFFECTIVE DATE MO DA '71 <b>03   21   71</b>
			5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>
6. FUNDS	V TO V	V TO CF	7. Financial Analysis No. Chargeable
	CF TO V	CF TO CF	
		8. CSC OR OTHER LEGAL AUTHORITY <b>50 USC 403 J</b>	
9. ORGANIZATIONAL DESIGNATIONS <b>DOP/MISSIONS AND PROGRAMS STAFF OFFICE OF THE CHIEF</b>		10. LOCATION OF OFFICIAL STATION <b>WASH., D.C.</b>	
11. POSITION TITLE <b>OPS OFFICER CH</b>		12. POSITION NUMBER <b>0001</b>	13. SERVICE DESIGNATION <b>D.</b>
14. CLASSIFICATION SCHEDULE (GS, LO, etc.) <b>GS</b>	15. OCCUPATIONAL SERIES <b>0130.01</b>	16. GRADE AND STEP <b>16 6</b>	17. SALARY OR RATE <b>32619</b>
18. REMARKS			

**SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL**

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE ORIGIN	22. TRANSFER CODE	23. RESERVE CODE	24. EMPLOY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF 12
16	10	02100	NPS	75812				
28. RATE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction/Reimbursement Data	<b>FOOD DATA</b> →		33. SECURITY REG. TAG	34. CIA
35. SEL. PREFERENCE	36. SPER. COMP. DATE	37. 1045S. COMP. DATE	38. CAREER CATEGORY	39. FEEDBACK HEALTH INSURANCE		40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. DEER CAT. (SOC)	43. FEDERAL TAX DATA		44. STATE TAX DATA			
CODE 1. 1945-1950 2. 1951-1955 3. 1956-1960 4. 1961-1965 5. 1966-1970 6. 1971-1975			CODE 1. 1945-1950 2. 1951-1955 3. 1956-1960 4. 1961-1965 5. 1966-1970 6. 1971-1975		CODE 1. 1945-1950 2. 1951-1955 3. 1956-1960 4. 1961-1965 5. 1966-1970 6. 1971-1975		CODE 1. 1945-1950 2. 1951-1955 3. 1956-1960 4. 1961-1965 5. 1966-1970 6. 1971-1975	

SIGNATURE OR OTHER AUTHENTICATION

**POSTED**

*M. 3-22-71*

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-658 AND EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME SERIAL ORGN. FUNDS GR-STEP NEW SALARY  
 [REDACTED] 52 150 CF GS 16 6 \$32,819

36 H

CONFIDENTIAL

AUG 16 1969

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
				52 150		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 16	5	225,879 28384	08/27/67	GS 16	6	326,640 29219	08/24/69		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE				DATE					
[REDACTED]				3 June 1969					
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS				[REDACTED]					
FORM 7-63 560 E Use previous editions PAY CHANGE NOTIFICATION (4-51)									

DB

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11476 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME SERIAL ORGN. FUNDS GR-STEP NEW SALARY  
 [REDACTED] 52 150 CF GS 16 5 \$28,384



"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962".

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
		52	150	CF GS 16 5	\$23,778	\$25,879

**SECRET**  
(When Filled In)

ULB: 12 JUN 55

NOTIFICATION OF PERSONNEL ACTION										
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)								
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE			5. CATEGORY OF EMPLOYMENT					
REASSIGNMENT		06   12   55			REGULAR					
6. FUNDS		7. Financial Analyst No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY						
V TO V		V TO CF		8121 2857 0000		50 USC 403 J				
CF TO V		X		CF TO CF						
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION					
DDP/MISSIONS AND PROGRAMS STAFF PROGRAMS GROUP					WASH., D.C.					
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION				
DES OFFICER				0008		D				
14. CLASSIFICATION SCHEDULE (GS, LR, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS			0136.01		16 5		23778			
18. REMARKS										
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTELLIGENCE CODE	24. EMPLOY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI	
37	10	5215	MPS	75013						
28. DATE EMPLOYED		29. DATE OF REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CONCILIATION DATA		
XX   XX   XX								33. SECURITY TFO NO		
33. VET. PREFERENCE		34. SERV. COMP. DATE		35. LONG. COMP. DATE		36. CAREER CATEGORY		37. REG. HEALTH INSURANCE		
1004								38. SOCIAL SECURITY NO		
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE					40. LEAVE CAT. CODE		41. FEDERAL TAX DATA		42. STATE TAX DATA	
CODE					43. LEAVE CAT. CODE		44. FEDERAL TAX DATA		45. STATE TAX DATA	
1. NO. MONTHS SERVICE					2. NO. MONTHS SERVICE		3. NO. MONTHS SERVICE		4. NO. MONTHS SERVICE	
2. NO. MONTHS SERVICE					3. NO. MONTHS SERVICE		4. NO. MONTHS SERVICE		5. NO. MONTHS SERVICE	
3. NO. MONTHS SERVICE					4. NO. MONTHS SERVICE		5. NO. MONTHS SERVICE		6. NO. MONTHS SERVICE	
4. NO. MONTHS SERVICE					5. NO. MONTHS SERVICE		6. NO. MONTHS SERVICE		7. NO. MONTHS SERVICE	

FROM O/PPD

**POSTED**

6-13 (S) 12

When Filled In

OSD Form 1150-1a  
1 May 1954

Use Previous Edition

**SECRET**



When Filled In

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206,  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
		02	350	CF GS 16 3	\$22,755	\$23,778

E-4

1. SERIAL NO.		2. NAME		3. ORGANIZATION	4. SINCE	5. LWOP HOURS	
				02 390	CF		
6. OLD SALARY RATE				7. NEW SALARY RATE			8. TYPE ACTION
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE
GS 16	4	\$22,085	08/29/65	GS 16	5	\$22,755	08/27/67
CERTIFICATION AND AUTHENTICATION							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE						DATE	
						June 1967	
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD							
CLERK'S INITIALS							
FORM 7-55 560 E Use previous editions				PAY CHANGE NOTIFICATION (4-51)			

COMPENSATION TAX DIV

AUG 77

RS

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L 1

PJH: 15 AUG 66

SECRET  
FORM 720A (66)

### CAF NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER  
2. NAME (LAST FIRST MIDDLE)

3. NATURE OF PERSONNEL ACTION  
**EXCEPTED APPT CAREER**  
4. EFFECTIVE DATE  
07 31 66  
5. CATEGORY OF EMPLOYMENT  
REGULAR

A. FUNDS  
6. GS/GR/OTHER NO. CHARGEABLE  
7114 0001 0000  
8. CSC OR OTHER LEGAL AUTHORITY  
50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS  
DCI/OFFICE OF PLANNING,  
PROGRAMMING AND BUDGETING  
PLANNING AND PROGRAMMING DIVISION  
PROGRAM ANALYSIS BRANCH  
10. POSITION TITLE  
IO PROGRAM EVAL  
11. LOCATION OF OFFICIAL STATION  
WASH., D.C.

12. CLASSIFICATION SCHEDULE (GS, LB, etc.)  
GS  
13. OCCUPATIONAL SERIES  
0132.70  
14. GRADE AND STEP  
15 4  
15. SERVICE DESIGNATION  
-D  
16. SALARY OR RATE  
22025

19. REMARKS

#### SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

21. OFFICE CODE ALPHABETIC 02350	22. STATION CODE 75013	23. DATE OF BIRTH MO DA YR 08 29 65	24. DATE OF SECE MO DA YR 08 30 64	25. DATE OF LES MO DA YR 08 29 65
26. SPECIAL APPOINTMENT 27. APPOINTMENT DATE 08 06 64	28. RETIREMENT DATE 09 1 23 52	29. SEPARATION DATA 30. CONNECTION/REAFFILIATION DATA EOD DATA	31. SECURITY REG NO 00000	32. SOCIAL SECURITY NO M1
33. PREVIOUS GOVERNMENT SERVICE DATA 34. LEAVE (LT) 35. STATE TAX DATA	36. FEDERAL EMP DATA 37. FEDERAL EMP DATA 38. FEDERAL EMP DATA	39. FEELI/HEALTH INSURANCE 40. HEALTH INSURANCE	41. STATE TAX DATA 42. STATE TAX DATA 43. STATE TAX DATA	44. STATE TAX DATA 45. STATE TAX DATA 46. STATE TAX DATA

SIGNATURE OR OFFICE AUTHENTICATION

POSTED  
AUG 17 66

FJH: 15 AUG 65

SECRET  
(When Filled In)

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### NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. [Redacted]							
3. NATURE OF PERSONNEL ACTION									
RESIGNATION		4. EFFECTIVE DATE							
		07 30 66							
5. CATEGORY OF EMPLOYMENT		REGULAR							
6. FUNDS		7. COST CENTER NO. CHARGEABLE							
<table border="1"> <tr> <td>V TO V</td> <td>V TO CF</td> </tr> <tr> <td>CF TO V</td> <td>X</td> </tr> <tr> <td></td> <td>CF TO CF</td> </tr> </table>		V TO V	V TO CF	CF TO V	X		CF TO CF	8. CSC OR OTHER LEGAL AUTHORITY	
V TO V	V TO CF								
CF TO V	X								
	CF TO CF								
		7123 0369 0000							
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION							
DDP/DOD US FIELD		[Redacted]							
11. POSITION TITLE		12. SERVICE DESIGNATION							
CHIEF OF BASE		02E1							
13. CLASSIFICATION SCHEDULE (CS, LB, OH)		14. OCCUPATIONAL SERIES							
GS		0136.08							
		15. GRADE AND STEP							
		16 4							
		17. SALARY OR RATE							
		22085							
18. REMARKS									

#### SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEREST CODE	24. EMPLOY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEF
45	10							
28. AKA EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTIVE/REASSIGNATION DATA	33. SECURITY			
			1000091		EOD DATA			
34. VET. PREFERENCE	35. SERV. COMP. DATE	36. LONG. COMP. DATE	37. CAREER CATEGORY	38. FEES / HEALTH INSURANCE	39. SOCIAL SECURITY US			
40. PREVIOUS GOVERNMENT SERVICE DATA		41. LEAVE CAT.	42. FEDERAL TAX DATA	43. STATE TAX DATA				

SIGNATURE OR OTHER AUTHENTICATION

**POSTED**

*Jul 27 66*

				43 620 CF						
OLD SALARY RATE				NEW SALARY RATE				PAY ACTION		
Grade	Step	Salary	Loc Eff Date	Grade	Step	Salary	Effective Date	PS	LM	ADJ
GS 16	3	\$20,245	08/30/64	GS 16	4	\$20,900	08/29/65			

Remarks and Authorization

// NO EXCESS LWOP  
 // IN PAY STATUS AT END OF WAITING PERIOD  
 // LWOP STATUS AT END OF WAITING PERIOD  
 CLERKS INITIALS                      AUDITED BY

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE, [REDACTED]

SIGNATURE: [REDACTED]                      DATE 15 June 65

POSTED  
 OF  
 [REDACTED]

PAY CHANGE NOTIFICATION

(4-51)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME

SERIAL

ORGN. FUNDS GR-STEP      OLD SALARY      NEW SALARY

43 620 CF GS 16 4      321,653      322,085

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-501 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME

SERIAL

ORGN. FUNDS GR-STEP      OLD SALARY      NEW SALARY

43 620 CF GS 16 4      321,900      321,653

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 2. NAME (LAST-FIRST-MIDDLE)

3. NATURE OF PERSONNEL ACTION  
DESIGNATION AS PARTICIPANT IN CIA  
RETIREMENT AND DISABILITY SYSTEM

4. EFFECTIVE DATE  
081 01 15

5. CATEGORY OF EMPLOYMENT  
REGULAR

6. FUNDS  
V TO V  
CF TO V  
X  
CF TO CF

7. COST CENTER NO. CHARGEABLE  
6123 0304 0000  
8. CSC OR OTHER LEGAL AUTHORITY  
PL 68-643 SECT. 203

9. ORGANIZATIONAL DESIGNATIONS  
DDP/DOD  
U. S. FIELD

10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE  
CHIEF OF BASE

12. POSITION NUMBER  
0261  
13. SERVICE DESIGNATION  
D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)  
GS

15. OCCUPATIONAL SERIES  
0136.08

16. GRADE AND STEP  
16 3

17. SALARY OR RATE  
20245

18. REMARKS  
EMPLOYEE WILL BE NOTIFIED BY DISPATCH FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND OF HIS RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.

POSTED 1  
BY AB

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC: 43520 ALPHABETIC: DOD	22. STATION CODE 75020	23. INTEGRATE CODE	24. REQ'D. CODE	25. DATE OF BIRTH MO. DA. YA.	26. DATE OF GRADE MO. DA. YA.	27. DATE OF LEI MO. DA. YA.
28. DATE EXPIRES MO. DA. YA.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - CSC 2 - FICA 3 - NONE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YA.	EOD DATA		33. SECURITY REG. NO.	34. SEA
35. VET. PREFERENCE CODE 1 - NONE 2 - 10 PT	36. SERV. COMP. DATE MO. DA. YA.	37. LONG. COMP. DATE MO. DA. YA.	38. CAREER CATEGORY CODE 1 - REG 2 - NO 3 - TEMP	39. FEGLI / HEALTH INSURANCE CODE 1 - COVERED 2 - YES	40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA LOWE 1 - NO PREVIOUS SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YRS 3 - BREAK IN SERVICE (MORE THAN 3 YRS)			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX STATE CLASS		

SIGNATURE OR OTHER AUTHENTICATION

*OP/S/10/65*



JCO: 12 NOV 64

SECRET  
(When Filled In)

OAB										NOTIFICATION OF PERSONNEL ACTION																	
1. [REDACTED]										2. NATURE OF PERSONNEL ACTION EXCEPTED APPOINTMENT CAREER																	
4. EFFECTIVE DATE NO. DA. YR. 10 25 64					5. CATEGORY OF EMPLOYMENT REGULAR					7. COST CENTER NO. CHARGEABLE 5129 0369 0000					8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J												
6. FUNDS Y TO V: [ ] V TO CP: [ ] CP TO V: [X] CP TO CP: [ ]										9. ORGANIZATIONAL DESIGNATIONS DDP/DOD U. S. FIELD [REDACTED]																	
11. POSITION TITLE OPS OFFICER										12. POSITION NUMBER 0261					13. SERVICE DESIGNATION D												
14. CLASSIFICATION SCHEDULE (SS, LR, etc.) CS					15. OCCUPATIONAL SERIES 0136.01					16. GRADE AND STEP 6 3					17. SALARY OR RATE 20245												
18. REMARKS <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED ON</b>  <i>[Signature]</i>  18 27 64 </div> </div>										19. REMARKS																	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																											
19. ACTION CODE 13		20. EMPLOY CODE 10		21. SERVICE CODING MILITARY: 43620 ALTERNATIVE: DOD				22. STATION CODE 75020		23. INTEGREE CODE		24. HOURS CODE 2		25. DATE OF BIRTH NO. DA. YR. 08 30 64				26. DATE OF GRADE NO. DA. YR. 08 30 64				27. DATE OF LEI NO. DA. YR. 08 30 64					
28. HIR EXPIRES NO. DA. YR.				29. SPECIAL REFERENCE				30. ALT/RESERVE DATA 1. CSC 2. SICA 3. NONE CODE: 1				31. SEPARATION DATA CODE				32. CORRECTION/CANCELLATION DATA EOD DATA				33. SECURITY REQ. NO. 00000				34. SER. MI			
35. VET. PREFERENCE CODE: 1 0 - NONE 1 - 5 PT 2 - 10 PT				36. SEPT. COMP. DATE NO. DA. YR. 08 15 42				37. LONG COMP. DATE NO. DA. YR. 28 32				38. CAREER CATEGORY CODE: C 0 - CIVIL 1 - MILITARY				39. FEGLI / HEALTH INSURANCE CODE: 1 0 - WAIVED 1 - YES				40. SOCIAL SECURITY NO.							
41. PREVIOUS GOVERNMENT SERVICE DATA CODE: 1 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YRS 3 - BREAK IN SERVICE MORE THAN 3 YRS								42. LEAVE CAT. CODE 3				43. FEDERAL TAX DATA FORM EXECUTED: 1 - YES 2 - NO CODE: 0				44. STATE TAX DATA FORM EXECUTED: 1 - YES 2 - NO CODE: 0				45. STATE CODE							
SIGNATURE OR OTHER AUTHENTICATION																											
[REDACTED]										<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>  <i>[Signature]</i>  10/13/64 </div> </div>																	

FORM 11-62 1150

Use Previous Edition

SECRET

1150-1  
(When Filled In)  
Do not use for  
classification

14-511

(When Filled In)

JGD: 12 NOV 64

SECRET  
(When Filled In)

DEF NOTIFICATION OF PERSONNEL ACTION												
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)										
3. RESIGNATION		4. EFFECTIVE DATE MO. DA. YR. 10 24 1964			5. CATEGORY OF EMPLOYMENT REGULAR							
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE 5129 0369 0000			8. CSC OR OTHER LEGAL AUTHORITY			
CF TO V		X		CF TO CF		9. ORGANIZATIONAL DESIGNATIONS DDP/DOD U. S. FIELD					10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 0261			13. SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS			15. OCCUPATIONAL SERIES 0136.01			16. GRADE AND STEP 16 3			17. SALARY OR RATE 20245			
18. REMARKS												
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
19. ACTION CODE 45	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
28. NTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - CSC 2 - FICA 3 - NONE		31. SEPARATION DATA CODE 18D0091	32. CONNECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY FIG. NO.		34. SEC		
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT 2 - 10 PT		36. SERV. COMP. DATE MO. DA. YR.		37. LONG. COMP. DATE MO. DA. YR.		38. CAREER CATEGORY CODE 0000 0000		39. FEGLI / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES		40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK AT LEAST 3 MONTHS 2 - BREAK IN SERVICE LESS THAN 3 MONTHS 3 - BREAK IN SERVICE MORE THAN 3 MONTHS			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		45. STATE CODE		46. STATE CODE		
SIGNATURE OR OTHER AUTHENTICATION:												
										<div style="border: 1px solid black; padding: 5px; display: inline-block;">           POSTED  <i>JGD 11/12/64</i> </div>		

10 OCT 64

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION												
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)										
OCF												
REASSIGNMENT				4. EFFECTIVE DATE		3. CATEGORY OF EMPLOYMENT						
				MO. DA. YR.		REGULAR						
A. FUNDS				V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY		
CF TO V				X		CF TO CF		5129 0369 0000		50 USC 403 J		
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION						
DDP/DOD. US FIELD												
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION				
OPS OFFICER						0261		D				
14. CLASSIFICATION SCHEDULE (GS, LW, etc.)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP			17. SALARY OR RATE			
GS			0135.01			16 3			20245			
18. REMARKS												
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTERPLE CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI			
37	10	NUMERIC	ALPHABETIC	75020		2						
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ NO.		34. SEX
				1 - CSC 2 - FICA 3 - NONE				EOD DATA				
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEELI/HEALTH INSURANCE		40. SOCIAL SECURITY NO.		
CODE		MO. DA. YR.		MO. DA. YR.		CAR. CODE		CODE		CODE		
1 - 5 P.P. 2 - 10 P.P.						PHYS. TEMP.		CODE		HEALTH INS. CODE		
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA			44. STATE TAX DATA			
CODE				CODE		FORM EXEMPTED			FORM EXEMPTED			
1 - NO PREVIOUS SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YEARS 3 - BREAK IN SERVICE (LONGER THAN 3 YEARS)						1 - YES 2 - NO			1 - YES 2 - NO			
SIGNATURE OF OTHER AUTHORITY												
FROM: FE - 2												
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>POSTED</p> <p>1961 10061</p> <p><i>Cat</i></p> </div>												

FORM 11-62 1150

Use Previous Edition

SECRET

1150  
11-62  
11-62  
11-62

(When Filled In)



DLG: 30 SEPT 64

SECRET  
(When Filled In)

### NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)		4. EFFECTIVE DATE MO. DA. YR.		5. CATEGORY OF EMPLOYMENT	
				08   30   64		REGULAR	
6. FUNDS		V TO V		V TO CP		7. COST CENTER NO. (UNLESSIBLE)	
		CP TO V		X CP TO CP		8. CSC OR OTHER LEGAL AUTHORITY	
						5137 1568 (0000) 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
DDP FE FE OFFICE OF THE CHIEF							
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION	
OPS OFFICER DCOS				3003		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136.01		16 3		20245	

18. REMARKS  
THIS ACTION CORRECTS FORM 1150 EFFECTIVE DATE 08/30/64 AS FOLLOWS:  
TO DELETE INTEGRATED INFORMATION.

#### SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. DATE	21. OFFICE CODES NUMERIC ALPHABETIC		22. ACTION CODE	23. INTERVIEW CODE	24. Health Code	25. DATE OF ENTRY	26. DATE OF GRADE	27. DATE OF LET	
28. HZE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION NUMBER	EOD DATA		33. SECURITY REG. NO.	34. SEN	
35. VLT. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. PERSON HEALTH INSURANCE		40. SOCIAL SECURITY NO.				
41. PREVIOUS GOVERNMENT SERVICE DATA			42. LEAVE/DET CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			

SIGNATURE OR OTHER AUTHENTICATION

**POSTED**

*Walter M. ...*

DLB: 16 SEPT 64

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)			
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
PROMOTION (CORRECTION)		08   30   64		REGULAR	
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
V TO V CF TO V		V TO CF CF TO CF		5137 1566 0000 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDP FE FE OFFICE OF THE CHIEF					
11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION	
OPS OFFICER DCOS		3003		D	
14. CLASSIFICATION SCHEDULE (GS, LO, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS		0136.01		03 1 16 3	
17. SALARY OR RATE		18. REMARKS			
14860 20245		THIS ACTION CORRECTS FORM 1150 EFFECTIVE DATE 08/30/64 AS FOLLOWS: ITEM #1, SERIAL NUMBER, WHICH READ 560947, TO READ 080947.			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. VERSION CODE	23. INITIATOR CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF EXPIRE	27. DATE OF LTV
		NUMERIC	ALPHABETIC				MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
28. NTE EXPIRES	29. SPECIAL PREFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY RFG. DG.		34. SEP.
MO. DA. YR.		1 - CSC 2 - FICA 3 - NONE	CODE		TYPE	NO. DAY. YR.	EOD DATA		
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. INHC. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE	0 - NONE 1 - 5 YR 2 - 10 YR	MO. DA. YR.	MO. DA. YR.	1 - 10 2 - 10 3 - 10	CODE	CODE	0 - WAIVER 1 - YES	HEALTH INS. CODE	
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA				
CODE			PROHIBITED CODE	NO. TAX EXEMPTIONS	FORM SUBMITTED	CODE	NO. TAX STATE CODE		
0 - NO PREVIOUS SERVICE 1 - NO CLAIM TO SERVICE 2 - BREAK IN SERVICE LESS THAN 2 YRS 3 - BREAK IN SERVICE MORE THAN 2 YRS			1 - YES 2 - NO		1 - YES 2 - NO				

SIGNATURE OF OTHER AUTHORITY

POSTED  
09/18/64 [Signature]

FORM 1150

Use Previous Edition

SECRET 16 SEP 1964

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

28 AUG 64

SECRET  
(When Filled In)

ODF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)	
3. NATURE OF PERSONNEL ACTION <b>PROMOTION</b>			
4. FUNDS		5. CATEGORY OF EMPLOYMENT	
V TO V CF TO V    X    CF TO CF		4. EFFECTIVE DATE MO. DA. YR. <b>08   30   64</b> 5. REGULAR	
9. ORGANIZATIONAL DESIGNATIONS		7. COST CENTER NO. CHARGEABLE	
DDP FE FE OFFICE OF THE CHIEF		8. CSC OR OTHER LEGAL AUTHORITY <b>50 USC 403 J</b>	
11. POSITION TITLE		10. LOCATION OF OFFICIAL STATION	
OPS OFFICER DCOS		12. SERVICE DESIGNATION <b>D</b>	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES	
GS		0136.01	
16. GRADE AND STEP		17. SALARY OR RATE	
03 1 16 3		14860 20245	
18. REMARKS TOKYO, JAPAN			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRITY CODE	24. HEALTH CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	10	45380 FE	37537	1	3		08 30   64	09 30   64
28. HIG. EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTIVE/REASSIGNMENT DATA	EOD DATA		33. SECURITY REQ. NO.	34. STA
35. VET. PREFERENCE	36. VET. COMP. DATE	37. LONG. TEMP. DATE	38. CAREER CATEGORY	39. EDCI/HEALTH INSURANCE		40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT.	43. FEDERAL TAX DATA		44. STATE TAX DATA			
0 - NO PREVIOUS SERVICE 1 - NO PREVIOUS SERVICE 2 - MORE THAN 3 YEARS IN SERVICE (LESS THAN 3 YRS) 3 - MORE THAN 3 YEARS IN SERVICE (MORE THAN 3 YRS)			1 - YES 2 - NO		1 - YES 2 - NO			

SIGNATURE OR OTHER AUTHENTICATION

POSTED  
09/15/64 W/K

OLE: 20 SEPT 64

SECRET  
(When Filled In)

### NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
CONVERSION		NO. COB 08 1 25 64	REGULAR
6. FUNDS	V TO V	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	U TO U		
	X	5137 1566 0000	50 USC 1103 J
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
DDP FE FOREIGN FIELD FE/ OFFICE OF THE CHIEF			
11. POSITION TITLE		12. SERVICE DESIGNATION	
OPS OFFICER CCOS		3003 D	
14. CLASSIFICATION SCHEDULE (GS, FS, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	15 5	18740

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE SYMBOL	22. SERVICE CODE	23. INTEGRAL CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF DEATH	27. DATE OF LCI
56	10	40380 FE	37531					
28. TIME EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/TERMINATION DATA	33. SECURITY AFO NO.	34. SCR	35. SOCIAL SECURITY NO.	
							ROD DATA	
36. VET. PREFERENCE CODE	37. SERA. COMP. DATA	38. LONG. COMP. DATA	39. CAREER CATEGORY	40. FEGLI / HEALTH INSURANCE	41. SOCIAL SECURITY NO.			
42. PREVIOUS GOVERNMENT SERVICE DATA	43. EMPLOY CAT CODE	44. FEDERAL TAX DATA	45. STATE TAX DATA					

SIGNATURE OR OTHER AUTHENTICATION

POSTED  
10/16/64 mch



45 380 CF

OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSA	LSA	AOI
GS 15	4	\$17,210	06/10/62	GS 15	9	\$17,725	06/07/64			

9 Remarks and Authorization

/ / NO EXCESS LWOP 03  
 / / IN PAY STATUS AT END OF WAITING PERIOD 7/2  
 / / LWOP STATUS AT END OF WAITING PERIOD  
 CLERKS INITIALS AUDITED BY

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: *[Signature]* DATE: *14 May 64*

**PAY CHANGE NOTIFICATION**

Form 360  
9-61

Obsolete Previous Edition

(451)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 9 JANUARY 1964.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
[Redacted]	[Redacted]	45	380	CF	GS 15 4	\$16,005 \$17,210

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
[Redacted]	060947	56380	CF	15 4	\$14705	15 4 \$16005

55 380 11

OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PU	LS	ADJ
GS 13	3	\$14,380	12/11/60	GS 13	4	\$14,700	00/10/61			

3  
742

/ / NO EXCESS LWOP / / EXCESS LWOP  
 / / IN PAY STATUS AT END OF WAITING PERIOD  
 / / IN LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS      AUDITED BY

PAY CHANGE NOTIFICATION

SECRET  
(WHEN FILLED IN)

742

1. EMP. SERIAL NO.				3. ASSIGNED ORGN.		4. FUNDS		5. ALLOTMENT			
				DDP/FE 11		UV					
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR.				MO	DA	YR.
GS 13	2	\$14,055	06	14	59	GS 13	3	\$14,380	12	11	60

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE  NO EXCESS LWOP  EXCESS LWOP  
 IF EXCESS LWOP, CHECK FOLLOWING:  
 IN PAY STATUS AT END OF WAITING PERIOD  
 IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK      11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION  
 P.S.I.  L.S.I.  PAY ADJUSTMENT

13. REMARKS

14. AUTHENTICATION

POSTED TO 2808

PAY CHANGE NOTIFICATION

660 OBSOLETE PREVIOUS EDITION  
 SUPPLANT FORM 5600, AND 5600.

SECRET

OFFICIAL PERSONNEL FOLDER (4)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-560 AND OGI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
01			51 71	GS-15 2	\$13,070	\$14,055

EMMETT D. SCHLES

SECRET  
(When Filled In)

**NOTIFICATION OF PERSONNEL ACTION**

BS 4 SEPT 59

1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD		
					Mo.   Da.   Yr.			None-0 5 Pt-1 10 Pt-2		Code		Mo.   Da.   Yr.		
								1		M 1		09   28   52		
7. SCD		8. CSC Rmt.		9. CSC Or Other Legal Authority			10. Apmt. Affidav.		11. FEGLI		12. LCD		13. Int. Serv. Exch. Ltn	
Mo.   Da.   Yr.		Yes-1 No-2		Code			Mo.   Da.   Yr.		Yes-1 No-2		Mo.   Da.   Yr.		Yes-1 No-2	
08   06   42		1		50 USCA 403 J							09   28   52			

**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP FE FE/ DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF				5171						37587	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occas. Series			
Dept. - 1 USMIL - 3 Frgn. - 5		Code 5 OPS OFFICER		3936		GS		0136.01			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
03 15 2		\$ 11660 13070		01		12   15   57		06   14   59		9 3735 55 005	

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		56		09   06   59		REGULAR		OM CF			

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP FE FE/ OFFICE OF THE CHIEF				5171						37587	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occas. Series			
Dept. - 1 USMIL - 3 Frgn. - 5		Code 5 OPS OFF (D COS)		2003		GS		0136.01			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
03 15 2		\$ 11660 13070		01		12   15   57		12   11   60		0137 7351 3000	

44. Remarks

INDEXED  
*[Signature]*

CS  
SECRET  
(WHEN FILLED IN)

742

1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN.		4. FUNCS		5. ALLOTMENT	
						DDP/FE -11		V-20			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 15	1	\$12,770	12	15	57	GS 15	2	13,070	06	14	59
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.	<p>3</p> <p>742</p> <p>70 12 5/3/59</p> <p>7/30/59</p> <p>AK</p>					
14. AUTHENTICATION											
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM 57, 560b

SECRET

PERSONNEL FOLDER (4)

SECRET

**1**  
**NOTIFICATION OF PERSONNEL ACTION**

ARE: **17X MAY 1959**

1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Pref.		5. Sex		6. C. EOD				
					Mo. Da. Yr.			Non-0 Code		M 1		Mo. Da. Yr.				
								5 Pt-1 10 Pt-9				09 28 52				
7. SCD		8. CSC Catmt.		9. CSC Or Other Legal Authority				10. Asmt. Affidav.			11. FEGLI		12. LCD		13. Ill. Serv. Cdo	
Mo. Da. Yr.		Yes-1 No-2		Code				Mo. Da. Yr.			Yes-1 No-2		Mo. Da. Yr.		Yes-1 No-2	
08 06 42		1		50 USCA 403 J							09 28 52		2			

**PREVIOUS ASSIGNMENT**

14. Organizational Designations			Code		18. Location Of Official Station			Station Code			
DDP FE FI CI STAFF			5113		WASH., D. C.			75013			
16. Dept. - Field		17. Position Title			18. Position No.		19. Serv.		20. Occup. Series		
Dept - 1 USfld - 3 Fign - 5		2			I.O.FI STF CH			3448		05 0136.51	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. P.I. Date		26. Appropriation Number	
15 1		\$ 12770		DI		Mo. Da. Yr. 12 15 57		Mo. Da. Yr. 06 14 59		8 3700 20	

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FONDS		05		Mo. Da. Yr. 05 03 59		REGULAR		01			

**PRESENT ASSIGNMENT**

31. Organizational Designations			Code		32. Location Of Official Station			Station Code			
DDP FE FE/ DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF			5171					37587			
33. Dept. - Field		34. Position Title			35. Position No.		36. Serv.		37. Occup. Series		
Dept - 1 USfld - 3 Fign - 5		5			AREA OPS OFF		3936		05 0135.01		
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. P.I. Date		43. Appropriation Number	
15 1		\$ 12770		DI		Mo. Da. Yr. 12 15 57		Mo. Da. Yr. 06 14 59		7 3735 55 005	

44. Remarks  
SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

APPROVED

MAY 1959

[Signature]

SECRET

NOTIFICATION OF PERSONNEL ACTION

APR: 19 MAY 1959

1. Serial No.		2. Name (Last-First-Middle)			3. Date of Birth			4. Vet. Prof.		5. Sex		6. CS: LOD		
					Mo.   Da.   Yr.			Non-0 5 Pt-1 10 Pt-2		Code		Mo.   Da.   Yr.		
								1		M   I		09   28   52		
7. SCD		8. CSC Retmt.		9. CSC Or Other Legal Authority			10. App. Allidat.			11. ILCU		12. LCD		
Mo.   Da.   Yr.		Yes-1 No-2		Code			Mo.   Da.   Yr.			Yes-1 No-2		Code		
08   06   42		1		50 USCA 403 J						09   23   52		No-2   2		

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code			
DDP FE FE/ DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF				5171						37587			
16. Dept. Field		17. Position Title			18. Position No.			19. Serv.		20. Occup. Series			
Code		5			AREA OPS OFF			3936			GS   0135.01		
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade / 25. Ist Day				26. Appropriation Number			
15   1		\$ 12770		D1		12   15   57   06   14   59				9 3735 55 005			

ACTION

27. Nature Of Action		Code		28. Eff. Date			29. Type Of Employee			Code		30. Separation Data	
		58		05   08   59			REGULAR			04			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code			
DDP FE FE/ DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF				5171						37587			
33. Dept. Field		34. Position Title			35. Position No.			36. Serv.		37. Occup. Series			
Code		5			POL ASST 1ST SEC* OPS OFFICER			3936			FSR GS   0135.01		
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade / 42. Ist Day				43. Appropriation Number			
03 15   1		\$ 12770		D1		12   15   57   06   14   59				9 3735 55 005			

10312  
0.122  
1/2

SECRET

(4)

S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE  
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI  
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
------	--------	------------	------------	------------

[REDACTED]		GS-15-1	\$11,510	\$12,770
------------	--	---------	----------	----------

GORDON H. STEWART  
/S/ DIRECTOR OF PERSONNEL

S E C R E T

**SECRET**  
(When Filled In)

**NOTIFICATION OF PERSONNEL ACTION**

ARE

1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Prof.		5. Sex		6. CS - FOD			
								None-0 5 Pt-1 10 Pt-2		Code M 1		Mo. 09 Da. 28 Yr. 52			
7. SCD		8. CSC Permt.		9. CSC Or Other Legal Authority			10. Appt. Affidav.			11. FEGLI		12. LCD		13. Error Code	
Mo.	Da.	Yr.	Yes-1	Code				Mo.	Da.	Yr.	Yes-1	Code			
08	06	42	No-2	1	50 USCA 403 J						09	28	52	No-2	2

**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code			
DDP FE FI CI STAFF				5113		WASH. D. C.				75013			
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup Series			
Dept - 2 USMID - 4 Fgen - 6	Code 2	I.O. FI STF CH				3448		GS		0136.51			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade			25. PSI Due			26. Appropriation Number	
14 5		\$ 11180		01		Mo. 09 Da. 28 Yr. 52			Mo. 03 Da. 22 Yr. 59			8 3700 20	

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
PROMOTION		30		12   15   57		REGULAR		01			

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code			
DDP FE FI CI STAFF				5113		WASH., D. C.				75013			
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup Series			
Dept - 2 USMID - 4 Fgen - 6	Code 2	I.O. FI STF CH				3448		GS		0136.51			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade			42. PSI Due			43. Appropriation Number	
15 1		\$ 11610		01		Mo. 12 Da. 15 Yr. 57			Mo. 06 Da. 14 Yr. 59			8 3700 20	

44. Remarks

**POSTED**  
*DF 1-8-58*



**SECRET**  
(When Filled In)

91077

NOTIFICATION OF PERSONNEL ACTION														
DMG														
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vol. Prof.		5. Sex		6. CS-EOD	
						Mo. Da. Yr.			10 Pr-1 10 Pr-2		M 1		Mo. Da. Yr. 07 28 52	
		7. CSC Or Other Legal Authority				10. Appt. Affidav.			11. FEGLI		12. LCD		13. Emp. Site	
Mo. Da. Yr. 08 06 82		Yes-1 No-2 1				50 USCA 403 J			Mo. Da. Yr. Yes-1 No-2		Mo. Da. Yr. 07 28 52		Yes-1 No-2 2	

**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP FE BRANCH 1 OFFICE OF THE CHIEF						WASH. D. C.					
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept - 2 USHD - 4 Prgr - 6		2				AREA OPS OF DEP BR CH		0110		GS 0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
14 5		\$ 11180		01		1				8 3700 20	

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		56		12 05 57		REGULAR		01			

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP FE FI CI STAFF				5113		WASH. D. C.				75013	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept - 2 USHD - 4 Prgr - 6		2				I.O. FI STF CH		3448		GS 0136.51	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
14 5		\$ 11180		01		02 123 152		03 122 159		8 3700 20	

44. Remarks

POSTED

JP 12/7/57

**SECRET**  
(WHICH FILLED IN)

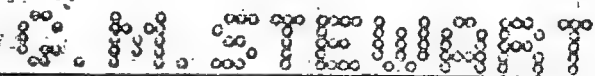
1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT		
					DDP/FE		5		V-20		
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
14	4	\$10,965	03	25	56	14	5	\$11,180	09	22	57
REMARKS											
<b>CERTIFICATION</b>											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED OR PRINTED NAME OF SUPERVISOR				DATE		SIGNATURE					
				14 Aug 57							
<b>PERIODIC STEP INCREASE - CERTIFICATION</b>											

FORM NO. 560  
1 MAR. 55

**SECRET**

PERSONNEL FOLDER (6)

**SECRET**  
(WHICH FILLED IN)

1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT		
					DDP/FE		V-20				
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
14	4	\$10,965	03	25	56	14	5	\$11,180	09	22	57
<b>TO BE COMPLETED BY THE OFFICE OF COMPTROLLER</b>											
9. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LEAVE LWOP, CHECK FOLLOWING: <input type="checkbox"/> IS FOR STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IS LWOP STATUS AT END OF WAITING PERIOD						10. INITIALS OF CLERK					
						11. AUDITED BY					
<b>TO BE COMPLETED BY THE OFFICE OF PERSONNEL</b>											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	NO.	DA.	YR.						
14. AUTHENTICATION											
											
<b>PERIODIC STEP INCREASE - AUTHENTICATION</b>											

FORM NO. 560B  
1 MAR. 55

**SECRET**

PERSONNEL FOLDER (6)

CENTRAL INTELLIGENCE AGENCY

171

NOTIFICATION OF PERSONNEL ACTION

1. NAME (LAST-FIRST-MIDDLE-ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE 11 Dec 1956
---	------------------	--------------------------	------------------------

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment 01	6. EFFECTIVE DATE DCH 15 Dec 1956	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 U.S.C. 403 J
---	---	--

FROM	TO
10 (VI) NY-2302 GS-0136-51-14 \$10,965.00 per annum DDJ/FS Branch 1 Operations Staff	9. POSITION TITLE Area Ops Off - Dep Br. Ch. NY-110 GS-0136-01-14 \$10,965.00 per annum DDJ/FS Branch Office of the Chief Washington, D. C.
10. ORGANIZATIONAL DESIGNATIONS 512301	11. HEADQUARTERS 2
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

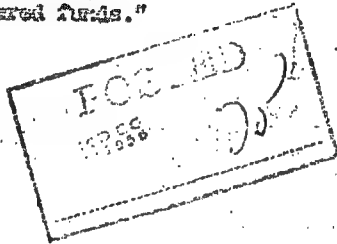
13. VETERAN'S PREFERENCE	14. POSITION CLASSIFICATION ACTION																		
<table border="1"> <tr> <th>None</th> <th>WWII</th> <th>OTHER</th> <th>5-PT</th> <th>10-POINT</th> </tr> <tr> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>	None	WWII	OTHER	5-PT	10-POINT				<input checked="" type="checkbox"/>		<table border="1"> <tr> <th>NEW</th> <th>VICE</th> <th>I. A.</th> <th>REAL.</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	NEW	VICE	I. A.	REAL.				
None	WWII	OTHER	5-PT	10-POINT															
			<input checked="" type="checkbox"/>																
NEW	VICE	I. A.	REAL.																

15. APPROPRIATION	17. SUBJECT TO C-1 RETIREMENT ACT (YES-NO)	18. DATE OF APPOINTMENT (BEST AFFIDAVIT) (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
FROM: 7-3735-55-005 TO: 7-3700-20 750-13	Yes		<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:

20. REMARKS:

3 MOD 09/18/56

"Transfer TO Vouchered funds FROM Unvouchered funds."

  
 ICE-ED  
 1956

ENTRANCE PERFORMANCE RATING:  00  01  02  03  04  05  06  07  08  09  10  11  12  13  14  15  16  17  18  19  20

Director of Personnel

SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

713 12/14/56

STANDARD FORM 52  
 REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs.—One given name, initials, and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST 2 May 56
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE & PROPOSED: B. APPROVED: JUN 3 1956	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)			

FROM—  Deputy for FI Operations Staff	9. POSITION TITLE AND NUMBER OFF 2302	10. SERVICE, GRADE, AND SALARY I.O. (FI) BFP-2302-14 GS-0136.51-14 \$10,965.00 p/a DDP/FE Branch 1	11. ORGANIZATIONAL DESIGNATIONS Operations Staff	12. HEADQUARTERS
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD	DEPARTMENTAL SD: DI	

A. REMARKS (Use reverse if necessary)

T/O Change

B. [Signature]	PERSONNEL OFFICER	D. REQUEST	[Signature]
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)		Title: <i>Exempt 7 May '56</i>	

13. VETERAN PREFERENCE NONE   WAI   OTHER 5 PT.   10 POINT DISAB.   OTHER	14. POSITION CLASSIFICATION ACTION NEW   VISE   I.A.   PEAL	SD: DIO
---	--	---------

15. SEX	16. APPROPRIATION FROM: TO:	17. SUBJECT TO C. S. REFINEMENT ACT (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
---------	-----------------------------------	--	---	---

20. STANDARD FORM 50 REMARKS




21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS CONTROL	<i>WAR</i>		
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.		<i>WAR 5/7/56</i>	
E.			

F. [Signature]

*10 May '56*

**PERIODIC STEP INCREASE CERTIFICATION**

(When Filled In)

U. S. GOVERNMENT PRINTING OFFICE: 1954. 330030

1. Agency and organizational designation \_\_\_\_\_  
 account number when appropriate) \_\_\_\_\_

2. Payroll period \_\_\_\_\_ 3. Class No. **JV** 4. Slip No. \_\_\_\_\_

5. Grade and salary **GS-11 \$10,750.00**

PAYROLL CHANGE DATA											
	BASE PAY	OVERTIME	GROSS PAY	RET.	FEDERAL TAX	BOND	F. L. C. A.	STATE TAX	GROUP LIFE INS.		NET PAY
7. Previous normal											
8. New normal											
9. Pay this period											

10. Remarks \_\_\_\_\_

11. Appropriation(s) **FE/5**

12. Prepared by **afw 1/10**

13. Audited by \_\_\_\_\_

Periodic step increase  Pay adjustment  Other step-increase

14. Effective date **25 Mar 56** 15. Date last increased **26 Sep 54** 16. Old salary rate **\$10,750.00** 17. New salary rate **\$10,965.00**

18. LWOP data (fill in appropriate spaces covering LWOP during following periods) \_\_\_\_\_

19.  No excess LWOP. Total excess LWOP \_\_\_\_\_

AA For summary of pay rates, see \_\_\_\_\_

SERVICE AND CONDUCT ARE SATISFACTORY

(Signature of \_\_\_\_\_)

Initials of Clerk **WAW**

STANDARD FORM NO. 1125- Revised.  
 Form prescribed by Comp. Gen., U. S.  
 October 19, 1954. General Regulations No. 102'

**CONFIDENTIAL PAYROLL CHANGE SLIP — PERSONNEL COPY**

UNVOUCHERED

*F. J. ...*  
 1/24/55  
*Green*

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) <i>15.6</i>	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST 20 Dec 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: JAN 16 1955	

FROM - I.O. (FI) BFF-459 GS-0136.51-14 \$9800.00 p/a DDP/FE Military Element Office of the Deputy Chief	8. POSITION TITLE AND NUMBER 9. SERVICE, GRADE, AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS 12. FIELD OR DEPARTMENTAL	TO - I.O. (FI) BFF-2302-14 GS-0136.51-14 \$9800.00 p/a DDP/FE Deputy for FI Operations Staff
<input checked="" type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)  
 PROMOTION TO FBI EFFECTIVE  
 1955  
 SALARY ADJUSTED TO: 10750

D. REQUEST  
 Signature: *F. J. ...* (wmd)  
 Title: *F. J. ...* 1 Jan '55

13. VETERAN PREFERENCE  
 NONE  WWII  OTHER  5-PT.  10 POINT  DISAB. OTHER

15. SEX: M  
 16. RACE: W  
 17. APPROPRIATION: FROM: 5-3735-55-005 TO: Same  
 18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO): Yes  
 19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)  
 20. LEGAL RESIDENCE: CLAIMED  PROVED  STATE: W. Va.

21. STANDARD FORM 50 REMARKS  
 ATTACHED BY  
 FI OFFICE CONTROL UNIT  
 4 Jan '55  
 1/24/55

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	<i>PC/H</i>	1/10/55	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

F. APPROVED BY: *[Signature]*

1-14-55 *[Signature]*

1. Agency and organizational designations		2. Pay roll #		3. Base No.		4. Slip No.		
see appropriate				UV				
5. Grade and salary GS-11 \$9800								
PAY ROLL CHANGE DATA								
	BASE	CYCLE	GROSS PAY	RET.	TAX	BOND	P.L.C.A.	NET PAY
7. Previous normal								
8. New normal								
9. Pay this period								
10. Remarks FINANCE DIVISION						11. Appropriation FBI		12. Prepared by 12 Aug 53
								13. Audited by
<input checked="" type="checkbox"/> Periodic step increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step increase								
14. Effective date 26 Sep 53	15. Date last equivalent 29 Mar 53	16. Old salary rate \$9800	17. New salary rate \$10,000	18. Performance rating is satisfactory or better.				(Signature or other authentication)
19. LWOP data (fill in appropriate spaces covering LWOP during following period(s)) <input type="checkbox"/> No action LWOP. Total action LWOP								
(Check applicable box in case of action LWOP) <input type="checkbox"/> No pay status applied during period. <input type="checkbox"/> LWOP status applied during period.								
STANDARD FORM NO. 11263—Revised Form prescribed by Comp. Gen., U. S. Nov. 8, 1950, General Regulations No. 122								
PAY ROLL CHANGE SLIP—PERSONNEL COPY								

7200-11  
3/17/54  
117

STANDARD FORM 52  
PREVIOUS EDITIONS BY THE  
U. S. GOVERNMENT PRINTING OFFICE  
JANUARY 1953 - FEDERAL PERSONNEL  
MANUAL, CHAPTER 11

**REQUEST FOR PERSONNEL ACTION**

UNVOUCHERED

**REQUESTING OFFICE:** Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs. - One given name, initial(s), and surname)		2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
				5 Feb 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)			6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
Reassignment			27 Feb 1954	
8. POSITION (Specify whether establish, change grade or title, etc.)			B. APPROVED: FEB 28 1954	
FROM -	I.O. (Ops) S-7 GS-132-14 \$9800.00 p/a DDP/FE Military Element Office of the Deputy Chief	9. POSITION TITLE AND NUMBER	TO -	I.O. (FI) BFR-459 GS-0136.51-14 \$9800.00 p/a
		10. SERVICE GRADE AND SALARY		Same
		11. ORGANIZATIONAL DESIGNATION		Same
		12. HEADQUARTERS		Same
<input checked="" type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL
A. REMARKS (Use reverse if necessary)				
B. REQUESTED BY (Name and title)			C. REQUEST APPROVED	
			Signature: [Signature]	
D. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)			Title: FE Personnel Officer	
E. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)			Title: FE Personnel Officer	
13. VETERAN PREFERENCE			14. POSITION CLASSIFICATION ACTION	
NONE	WWII	OTHER	S PT.	10 POINT
				DISAB. OTHER
15. SEX (MALE)			16. SERVICE TO U.S. RETIREMENT ACT (YES-NO)	
N			Yes	
17. APPROPRIATION			19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	
FROM: 4-3735-55-005				
TO: SAME				
20. LEGAL RESIDENCE			21. STANDARD FORM 50 REMARKS	
<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED			<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>  </div>	
STATE:				
22. CLEARANCES				
A.	INITIALS OR SIGNATURE	DATE	REMARKS:	
B.				
C.				
D.				
E.				
F. APPROVED BY				
[Signature] 15 Feb 54				



STANDARD FORM 52  
PREVIOUS EDITIONS ARE OBSOLETE  
U. S. GOVERNMENT PRINTING OFFICE  
FOR SALE BY THE GOVERNMENT PRINTING OFFICE  
DANCE HALL BUILDING

### REQUEST FOR PERSONNEL ACTION

CONFIDENTIAL

*20 year*  
*6/15/53*  
*PT*

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
[Redacted]	[Redacted]		6 May 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or rate, etc.)		B. APPROVED: <b>JUN 7 1953</b>	

FROM— I.O. <i>5-1</i> <i>CS-12</i> <i>810</i> EOP/PA [Redacted] OPG Team [Redacted]	8. POSITION TITLE AND NUMBER	TO— I.O. ( <i>OPG</i> ) <i>CS-12-14</i> <i>8800</i> EOP/PA [Redacted] Military Element Officer of the Deputy Chief
9. SERVICE, GRADE, AND SALARY	10. ORGANIZATIONAL DESIGNATIONS	11. HEADQUARTERS
12. FIELD OR DEPARTMENTAL	13. FIELD OR DEPARTMENTAL	14. FIELD OR DEPARTMENTAL

A. REMARKS (Use reverse if necessary)  
From JCU, OPG Team Slot #1 (old T/O) **FE-1**  
Subject entered on duty in the field 28 Sept 1952  
APPROVED BY  
FI CAREER SERVICE BOARD  
DATE: MAY 21 1953

B. REQUESTER'S NAME	D. REQUEST APPROVED BY
Personnel Officer	[Redacted]
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	E. TITLE
[Redacted]	FI/CHO

15. VETERAN PREFERENCE	16. POSITION CLASSIFICATION ACTION																
<table border="1"> <tr> <th>NONE</th> <th>5 YRS</th> <th>OTHER 5 YRS</th> <th>10 POINT</th> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>DISAB. OTHER</td> </tr> </table>	NONE	5 YRS	OTHER 5 YRS	10 POINT		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DISAB. OTHER	<table border="1"> <tr> <th>NEW</th> <th>VICE</th> <th>L.A.</th> <th>REAL</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	NEW	VICE	L.A.	REAL				
NONE	5 YRS	OTHER 5 YRS	10 POINT														
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DISAB. OTHER														
NEW	VICE	L.A.	REAL														
18. SEX	17. APPROPRIATION	19. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	20. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	21. LEGAL RESIDENCE STATE													
M	FROM: 2735-55-005 TO: [Redacted]			<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED													

21. STANDARD FORM 50 REMARKS  
[Redacted]

**POSTED**  
*[Signature]*

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

[Redacted]

**SECRET**  
SECURITY INFORMATION

1. Agency and organizational designations <b>CENTRAL INTELLIGENCE AGENCY</b>					2. Pay roll	3. Check No. U7	4. Slip No.			
5. Employee's name (and social security account number when appropriate)					6. Grade and salary GS - 14      \$9600					
<b>PAY ROLL CHANGE DATA</b>										
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F.I.C.A.		NET PAY
7. Previous normal										
8. Now normal										
9. Pay this period										
10. Remarks:  Delay due to admin error					11. Appropriation(s)  YK 03		12. Prepared by 5/7/53		13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase										
14. Effective date	15. Date last equivalent	15. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.						
29 MAR 53	20 MAR 53	\$9600	\$9600							
19. LWOP data (fill in appropriate spaces covering LWOP during following periods): <input type="checkbox"/> No excess LWOP. Total excess LWOP								(Check applicable box in case of excess LWOP) <input type="checkbox"/> LWOP status at end of reporting period		
STANDARD FORM NO. 1120a—Revised Form prescribed by Comp. Gen., U. S. Nov. 3, 1950, General Regulation No. 102								<b>PAY ROLL CHANGE SLIP—PERSONNEL COPY</b>		

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

*10/21/52* *989*

NAME		DATE: 15 July 1952	
NATURE OF ACTION: Excepted Appointment		EFFECTIVE DATE: 28 Sept. 52	
TITLE	FROM	TO	
GRADE AND SALARY		I.O.	
OFFICE		OS-14	\$9600
DIVISION		OSO	
BRANCH		FE	
OFFICIAL STATION		C - OFC Team, Slot #1	
			3739

EXECUTIVE	<i>[Signature]</i>
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POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS  YES  NO

DATE OF OFFICE AND NO-STRIKE AFFIDAVIT EXECUTED ON: 23 Sept. 52

SECURITY CLEARED ON: 28 July 52

OVERSEAS AGREEMENT SIGNED: 23 Sept. 52

ENTERED ON DUTY: 23 Sept. 52

DOG 07/28/52  
 CSEOD 07/28/52  
 LCD 07/28/52

**FOOTNOTED**  
*In 220d5*

REMARKS: Request subject be processed against [redacted], OFC Team Slot #1 (I.O., OS-14), Personnel No. 427. This action supersedes request for appointment dated 2 November 1951. Resubmitted in accordance with [redacted] 0106 (IN 15330), dtd 30 Jun 52; WAGE 48690 (OUT 88734), dtd 7 Jul 52; [redacted] 0114 (IN 17577), dtd 9 July 52. Request that subject's security clearance be held open to permit him to EOD o/a 1 Sept 52.

*Collection that subject is now at P. 14*

Allot. #3739

*N.B.*

8 May 1973

MEMORANDUM IN LIEU OF FITNESS REPORT FORM

Name: [REDACTED]  
Date of Birth: [REDACTED]  
Sex: Male  
Grade: GS-17  
SD: D  
Official Position Title: Ops Officer - Staff Chief  
Current Station: Headquarters  
Type of Report: Annual  
Reporting Period: 1 April 1972 - 8 May 1973

During the past reporting period Mr. Wheeler has served his first full year as Chief of the newly-created [REDACTED]. He has worked hard and long to improve and simplify the procedures through which we recruit, train, and deploy our [REDACTED] personnel. He has identified accurately the bureaucratic roadblocks that stand in the way of our efficient use of [REDACTED] and if he has not succeeded in removing these barriers he has made some progress. His enthusiasm for the job and his belief that it can be done have been invaluable during a formative period, and his performance on the whole has been a strong one.

[REDACTED]  
Cord Meyer, Jr.

Associate Deputy Director for Operations

I have noted this report:

[REDACTED]

*cl. 20/73*  
Date

E 2 IMPDET  
[REDACTED]

15 JUL 1973  
119

SECRET

Fitness Report - [redacted]

COMMENTS OF REVIEWING OFFICIAL: *Concur - A*  
*committed and effective performance -*

[redacted]

8 JUL 1973

Date

W.E. Colby, Deputy Director for Operations

SECRET

30 May 1972

MEMORANDUM IN LIEU OF FITNESS REPORT FORM

Name: [redacted]  
Date of birth: [redacted]  
Sex: Male  
Grade: GS-17  
SD: D  
Official position title: Ops Officer - Staff Chief  
Current station: Headquarters  
Type of report: Annual  
Reporting period: 21 March 1971 - 31 March 1972

During the first part of the reporting period, [redacted] served as Chief, Missions and Programs Staff, and on 17 January 1972 he assumed his new duties as Chief, [redacted]. As Chief, MPS, [redacted] effectively supervised the important planning and budgetary functions of that office and under his leadership the Clandestine Service has considerably improved its programming presentations to the 7th floor and, due to the effective staff work and [redacted] guidance, the area divisions have been largely relieved of the many questionnaires and interventions with which they were once plagued.

[redacted] took over his new duties as Chief, [redacted] with enthusiasm and his wide field experience and good relationships with the area divisions should in the future bring about a much more secure and imaginative employment of our [redacted]

6 JUN 1972  
lof

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[redacted] personnel. Unfortunately a heart attack during the past year slowed [redacted] down for a while but he has made a good recovery and his performance on the whole has been very strong.

[redacted]

Cord Meyer, Jr.  
Assistant Deputy Director for Plans

I have noted this report:

5/30/72

Date

[redacted]

Comments of reviewing official:

*Fully correct.*

31 May 72

Date

[redacted]

Thomas H. Karamezines  
Deputy Director for Plans

SECRET

16 February 1971

MEMORANDUM FOR: Director of Personnel  
SUBJECT: Fitness Report (Special) -  
[redacted]

1. This memorandum is submitted in lieu of the Fitness Report form to cover the performance of [redacted] from 1 March 1970 through February 1971. It is submitted as the final report of the Rating Officer who is retiring at the end of February 1971.

2. [redacted] outstanding characteristics are his integrity and total dedication to the continuing upgrading of management within the CS at all levels. By background, interest and training; by service in OPPB; by full-time participation in the Federal Executive Institute; and by his abiding determination to instill others with a similar will for perfection within the CS, he has made a valuable contribution to the Missions and Programs Staff (MPS) and to the Clandestine Services.

3. As chief of the Program Review Panel he has chaired the hearings of the various divisions with a great degree of sensitivity and knowledge, and has upgraded the quality and substance of those hearings. He has been especially helpful in those instances where divisions have proposed new approaches, as well as in the development of new and effective management techniques designed to simplify control and to coordinate the activities of headquarters elements and field stations.

4. [redacted] is a natural leader, bright and original. His is a creative mind, and innovative. He is articulate, rational, and thinks and talks sequentially. He has demonstrated clearly his ability to instill enthusiasm and continuing effort on the part of his subordinate officers who, taking their cue from him, are thoughtful, energetic and hard working. His officers demonstrate very high morale and great enjoyment and satisfaction in their work.

25 FEB 1971

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5. [redacted] also has the gift of being able to absorb rapidly and commit to paper accurately and quickly, a characteristic and asset of his which has much to commend it.

6. He has been a superb deputy, acting in this capacity in my absence. He has excellent recall, is a gifted administrator, and has introduced a number of procedural changes that have increased MPB effectiveness. He has been effective in dealing with OPPB and in participation in the briefings of Office of Management and Budget (OMB) personnel. He is very cost conscious and has made several suggestions resulting in the saving of hundreds of thousands of dollars. [redacted] has always enthusiastically accepted assignments to panels designed to upgrade the quality of various trouble areas, the latest being the searching look into the [redacted] situation within the CS.

7. [redacted] is a searching individual who is totally committed to the Plans Directorate and has the high regard of most of the elements comprising the Clandestine Services.

8. As I have previously recommended, I believe [redacted] would make an outstanding Chief of the Missions and Programs Staff.

[redacted]

Chief, Missions and Programs Staff

I have noted the above report:

[redacted]

Robert P. Wheeler

2/16/71  
Date

Reviewing Official: Cord Meyer

[redacted]

Cord Meyer, Jr.  
Assistant Deputy Director for Plans

18 Feb 71  
Date

SECRET

SECRET

9 February 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report (Special) -  
[redacted]

060747-6516 - M/S - D

1. This memorandum is submitted in lieu of the Fitness Report form to cover the performance of [redacted] from 1 April 1969 to February 1970. It is submitted as a Special Fitness Report to serve as the final report of the Rating Officer who is retiring at the end of February 1970.

2. As Chief of the Programs Group (PRG) of the Missions and Programs Staff, [redacted] is responsible for, inter alia, liaison, except on budgetary matters, between the CS and OPPB; installing the Planning, Programming and Budgeting System (PPBS) within the CS; advising and assisting CS components in the preparation of Operating Directives and the program portions of the annual Operating Program response; chairing the Program Review Panel; preparing and/or coordinating special studies and surveys on operational programs; preparing DDP responses to requests of the Executive Director-Comptroller on CS programs, etc.; and, as required, advising CS components on those requirements of the PPBS that need to be addressed in CS documents requiring DCI or Executive Director-Comptroller action.

3. In carrying out the above-stated functions Mr. [redacted] has continued his superb performance in the field of management. His unusual dedication and sensible approach to and great enthusiasm for the tenets of PPBS have contributed immensely to the system's installation in the Clandestine Service. His energy, logical reasoning and sincerity have infected his numerous contacts within the CS and are goals which his officer-subordinates are striving to attain. He is so strong in his determination that good management will prevail in all components of the CS, that he

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has never passed up an opportunity informally to discuss PPBS, to lecture at formal courses and to assist the DDP/TRO in his exhortations for management training. He has been a strong leader as Chairman of the Program Review Panel and supervisor of his subordinates. He has been outstanding in his ability rapidly to gather facts and produce a document in response to program and management queries levied on MPS. His wide CS experience, affability, sincerity, intelligence and dedication to the missions of the Agency, all of which have continued to be in evidence during the reporting period, make [redacted] in the opinion of the Rating Officer, one of the CS' most valuable officers.

[redacted]

Chief, Missions and Programs Staff

I have noted the above report:

[redacted]

2/10/70  
Date

Reviewing Official:

*Cord Meyer*

[redacted]

Cord Meyer, Jr.

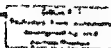
Assistant Deputy Director for Plans

10 Feb 70  
Date

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				060947	
<b>SECTION A GENERAL</b>					
1. NAME <div style="border: 1px solid black; width: 100px; height: 15px;"></div> (Middle)		3. SEX M		4. GRADE GS-16	5. SD D
2. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/MPS/PRG	8. CURRENT STATION Hqs	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR	<input type="checkbox"/> REASSIGNMENT EMPLOYEE
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL		
SPECIAL (Specify)			SPECIAL (Specify)		
11. DATE REPORT DUE IN O.P. 30 April 1969			12. REPORTING PERIOD (From - to) 1 January 1968 - 31 March 1969		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1  <div style="text-align: center; font-size: 1.2em;">SEE ATTACHED</div>					RATING LETTER
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER



SECRET

7 APR 1969.

MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report (Annual) -  
[redacted]

1. In compliance with HR 20-20, this memorandum is submitted in lieu of Fitness Report Form 45 covering the performance of [redacted] from January 1968 to 31 March 1969.

2. In late 1967 it was determined that [redacted] would be reassigned in June 1968 from the Office of Planning, Programming and Budgeting (OPPB) to the Missions and Programs Staff (MPS). Under an arrangement with the Director of PPB, [redacted] was lent to MPS on 1 January 1968 for the purpose of preparing himself to assume the functions of Chief of the Programs Group (PRG) in MPS. Accordingly, what follows covers the period of the loan, from 1 January to 11 June 1968, and the period as Chief, PRG, from 12 June 1968 to 31 March 1969.

3. From 1 January to 11 June 1968. During the period of loan to MPS, [redacted] understudied the then Chief of PRG, acquainted himself with all Group files and responsibilities, attended the Advanced Management (Planning) Seminar and performed numerous ad hoc tasks assigned him by C/MPS. He prepared himself for the new assignment and performed the ad hoc tasks assigned with such dispatch, enthusiasm and intelligence as to augur well for the future. No minor task was too menial; every major task was readily accepted as a challenge. In short, his preparation for the new position soon to be assumed left little to be desired on the part of the Rating Officer.

4. From 12 June 1968 to 31 March 1969. As Chief of PRG, [redacted] is responsible for, inter alia, liaison on non-budgetary matters between the CS and OPPB; installing the Planning, Programming and Budgeting System (PPBS) within the CS; advising and assisting CS components in the preparation of Operating Directives and the program

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portions of the annual Operating Program responses; chairing the Program Review Panel; preparing and/or coordinating special studies and surveys on operational programs; and, as required, advising CS components on the requirements of PPBS that need to be addressed in CS documents requiring DCI or Executive Director-Comptroller action.

5. In carrying out the functions enumerated in paragraph 4, above, [redacted] has displayed drive, initiative, enthusiasm and understanding. He has pushed within the CS on those concepts of PPBS that are considered applicable to an intelligence organization and has argued with OPPB against forcing the CS to apply those concepts which are not considered to be applicable. He has worked diligently, alone and with the assistance of the DDP/TRO, to spread throughout the CS an understanding of the why and how of PPBS. He has prepared himself well for and has exercised sound judgment and tact in the handling of the chairmanship of the Program Review Panel, on the actions of which he has brought to bear his experiences in OPPB. He has given unstintingly of his time to lecturing at Agency management courses when requested. Although he understands the need for flexibility in the CS, he has to be slowed down at times so anxious is he to make the CS the best managed directorate in the Agency. His sincere interest in good management has made him and the two senior officers he supervises cost conscious. This affable, conscientious, dedicated, highly experienced, intelligent employee, who already has given evidence of a strong performance, is a pleasure to collaborate with and a valuable asset to MPS and the CS.

[redacted]  
Michael G. Mitchell

Chief, Missions and Programs Staff

I have noted the above report:

[redacted]

7 April 1969  
Date

Reviewing Official

*Conner*

[redacted]

Cord Meyer, Jr.  
Assistant Deputy Director for Plans

8 April 69  
Date

2  
SECRET

**CONFIDENTIAL**  
(When filled in)

TRAINING REPORT

ADVANCED MANAGEMENT (PLANNING) SEMINAR (50 hours) 3-68

Student :  Dates of Course : 17-22 March 1968  
Year of Birth: 1915 Office : MPS  
Grade : 16 Service Designation: D  
ECD Date : September 1952 No. of Students : 36

COURSE OBJECTIVE:

Course objective is to increase individual effectiveness on-the-job by developing better understanding of planning as a managerial skill and by providing familiarization with the Agency's overall planning system.

The course seeks to meet this objective by: a) providing an overall and systematic framework for managerial planning; b) identifying and analyzing basic styles of planning; c) covering selected techniques useful in planning; d) providing an orientation on the PPB system in use in the Agency and Federal Government; and by e) permitting feedback to students on their personal planning styles as revealed during course exercises.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in this course.

FOR THE DIRECTOR OF TRAINING:

Chief Instructor

28 MAR 1968

Date

**CONFIDENTIAL**  
(When filled in)

SECRET

18 APR 1968

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED] GS-16, O/PPB,  
Employee Serial No. [REDACTED] D Career Service

REFERENCE: HR 20-20c(2)

1. In accordance with reference, this memorandum is submitted in lieu of a Fitness Report (Form 45). This is an annual report but in view of [REDACTED] transfer to the Missions and Programs Staff, DD/P, in January 1968, it covers only the period April 1967 through December 1967.

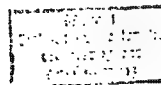
2. [REDACTED] assignment as Program Analyst involved: (a) reviewing and evaluating Agency activities, principally covert action programs; (b) participating in special in-depth studies of selected Agency activities; (c) preparing the Covert Action Program Memorandum for the Director's approval and submission to the Bureau of the Budget; (d) keeping abreast of Agency plans, programs, and progress toward defined objectives; (e) providing general staff assistance to the Director/PPB in implementing the Agency planning, programming, and budgeting system; and (f) preparing special presentations and correspondence for the Office of the Director.

3. During the year, [REDACTED] participated in a survey by the Inspector General of Agency proprietary organizations. He contributed significantly to the study. In addition, he was the Office monitor for at least two studies for the Bureau of the Budget.

4. [REDACTED] was the principal analyst assigned to the review of the Agency's Covert Action Program. He reviewed Directorate program plans and proposals, identified issues to be raised with the Director, and prepared a Program Memorandum for the Director's approval which presented Agency Covert Action plans and programs for the next five years.

7 MAY 1968

SECRET





SECRET

5. [redacted] long operational experience, extensive contacts throughout the Agency, and exceptional writing ability have contributed to the realistic appraisal of programs and plans and to their effective presentation to the Director and to the Bureau of the Budget. [redacted] is effective in dealing with other elements of the Agency and has contributed useful suggestions for improving operations and analysis. In summary, [redacted] made a significant contribution while in the Office. In view of the similarity in functions between the two organizations, I would expect this contribution to be carried forward to his new assignment.

6. I rate [redacted] over-all performance during the period as Strong.

7. [redacted] had no supervisory responsibilities.

8. This report was not shown to [redacted] because of his earlier transfer to another Agency component.

[redacted]

Chief, Program Analysis Branch  
PPD/O/PPB

Reviewed by:

[redacted]

*I showed this report to [redacted] He pointed out that he is still assigned to [redacted] as of 4/22. He has not been transferred to MPS/DDP.*

*22 April 1968*

Chief, Planning and Programming Division, O/PPB (date)

SECRET

SECRET

11 APR 1967

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT : [redacted] GS-16, O/PPB,  
Employee Serial No. [redacted] Career Service

REFERENCE: HR 20-20c(2)

1. In accordance with reference, this memorandum is submitted in lieu of a Fitness Report (Form 45). This is an annual report and covers the period 1 August 1966 through 31 March 1967.

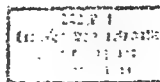
2. [redacted] assignment as Program Analyst involves:  
(a) reviewing and evaluating Agency activities or programs, principally in the areas of clandestine collection and covert action; (b) participating in special in-depth studies of selected Agency activities; (c) preparing Program Memoranda for the Director's approval and submission to the Bureau of the Budget; (d) keeping abreast of Agency plans, programs, and progress toward defined objectives; (e) providing general staff assistance to the Director/PPB in implementing the Agency PPB system; and (f) preparing special presentations and correspondence for the Office of the Director.

3. [redacted] has many years of experience in clandestine operations and administration, both at Headquarters and in the field. This experience has proven to be of great value to this Office in assessing Agency activities. [redacted] has been quick to see the usefulness of the new planning, programming, and budgeting concept as a tool for assisting management at all levels in the Agency. He has enthusiastically supported the development of a system adapted to Agency needs and has made significant contributions toward this end.

4. Currently, [redacted] is participating in three studies of Agency activities: an Inspector General survey of Agency proprietary organizations and two studies which were requested by the Bureau of the Budget--Agency use of communications media for political-psychological programs and Agency air capabilities at two selected facilities. In addition, [redacted] is in the process of preparing a Program Memorandum for the Director's approval which presents Agency Covert Action plans and programs for the next five years.

21 APR 1967

SECRET



SECRET

5. [redacted] is effective in dealing with other elements of the Agency; he writes exceptionally well, has many useful ideas, and is most cooperative. His vast first-hand knowledge of operational problems permits realistic appraisal of operating plans and proposals. In summary, [redacted] has made a definite contribution during his eight months in this Office; and we expect this contribution to continue in importance.

6. I rate [redacted] over-all performance during the period as Strong.

7. [redacted] has no supervisory responsibilities.

[redacted]  
Chief, Program Analysis Branch  
PPD/O/PPB

Shown to employee:

[redacted] \_\_\_\_\_ 4/11/67  
(date)

Reviewed by:

[redacted] \_\_\_\_\_ 11 April 1967  
Chief, Planning and Programming Division, O/PPB (date)

*Concur: the subject has provided strong support for the functions of this office and contributes materially to value judgments of covert activities.*

Concur: [redacted] has provided strong support to the functions of this office and contributes materially to value judgments of covert activities.

John M. Clarke  
Director/PPB  
12 April 1967

SECRET

SECRET

MEMORANDUM IN LIEU OF FITNESS REPORT

Name:

Date of Birth:

Sex: Male

Grade: GS-10

SD: D

Official Title: Chief of Base

Assignment: DDP

Current Station:

Appointment: Career

Reporting Period: 1 April 1966-15 August 1966

Report: Reassignment Supervisor  
Reassignment Employee

POSTED ON  
Office  
of [unclear]

During the past four months Subject has been in  only a few weeks because of a TDY assignment to Headquarters, and has now been reassigned. There are no grounds for rating his performance.

CERTIFICATION AND COMMENTS

BY EMPLOYEE

Date:

BY SUPERVISOR

Months under my supervision  
19 months

Date: 5 - AUG 1966 COS/US

BY REVIEWING OFFICIAL

Concur.

23 AUG 1966  
MJK

Date: 8 August 1966

C/DO  
SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification



**SECRET**  
(When Filled In)

REPORT OF TRAINING AT NON-CIA FACILITY (Forward Original and One)											
<b>TO :</b> Director of Training <b>ATTN :</b> Registrar/TH <b>THROUGH:</b> Training Officer	<b>FROM :</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> <b>OFFICE:</b> O/PPB <b>DATE :</b> 24 August 1966										
<b>1. FACILITY ATTENDED</b>  <div style="text-align: center; font-weight: bold;">USCSC</div>	<b>2. DATES OF TRAINING</b>  <div style="text-align: center;">18 &amp; 19 August 1966</div>										
<b>3. NAME AND DESCRIPTION OF PROGRAM</b>  <div style="text-align: center; font-weight: bold;">Executive Orientation in PP&amp;B</div>											
<b>4. YOUR TRAINING OBJECTIVES</b>  To get a broad introduction to the concepts of PPBS and to learn what some other non-military elements of the Executive Branch are doing with the PPBS.											
<b>5. EVALUATION OF PROGRAM (Include a. Strengths and weaknesses of program. b. Identify any outstanding speakers and their specific topics or area of instructional competence.)</b>  I thought that from a broad, general standpoint the orientation was worthwhile but that far more BOB participation would have enhanced the program greatly. There was too much of "we think this is what BOB means" and too little of BOB saying "this is what we mean". I found the movie presentation of Dr. E. S. Quade's speech terrible because of inept projection, faulty audio equipment, and out-of-place music. Dr. Quade had a message and fortunately the CSC planners must have known their film was inadequate, for we were provided with the written text. Outstanding possibly because he stood out so far in comparison to the others was Mr. Peter Szanton from BOB. Dr. Adams from the University of Maryland was quite good and Mr. Greenhouse of VA was one of the few others who really seemed to know what he was talking about beyond immediate low to medium level parochial application.											
<b>6. ATTACHED ARE</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">TRANSCRIPT OF RECORDS</td> <td style="text-align: center;">YES</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">NO</td> </tr> <tr> <td style="font-size: small;">CERTIFICATE OF COMPLETION</td> <td style="text-align: center;">YES</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">NO</td> </tr> </table>	TRANSCRIPT OF RECORDS	YES	<input checked="" type="checkbox"/>	NO	CERTIFICATE OF COMPLETION	YES	<input checked="" type="checkbox"/>	NO		
TRANSCRIPT OF RECORDS	YES	<input checked="" type="checkbox"/>	NO								
CERTIFICATE OF COMPLETION	YES	<input checked="" type="checkbox"/>	NO								
<b>7. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE.</b>  <div style="text-align: right; margin-right: 50px;"> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px;"></span> </div>											
<b>NOTE:</b> Upon receipt of this report, with attachments as applicable, a certification of completion will be forwarded to the Office of Personnel for inclusion in your official folder.											

SECRET

*glt*

MEMORANDUM IN LIEU OF FITNESS REPORT

Name:

[Redacted]

Date of Birth:

Sex:

Male

Grade:

GS-16

SD:

D

Official Title:

Chief of Base

Assignment:

DDP [Redacted]

Current Station:

[Redacted]

Appointment:

Career

Reporting Period:

1 April 1965 - 31 March 1966

1. [Redacted]

2. It is against this perspective that Subject's performance during the past year should be evaluated. He approached his job with enthusiasm and vigor but soon found that there were no tangible operational activities he could devote himself or his supporting agents to. He has been frank to state officially and unofficially the absence of any targets to which an operational base could direct itself and has therefore been relatively unoccupied during this period except for an occasional item of local coordination or follow-up on a headquarters task. Subject has had under his direct supervision [Redacted]

11 APR 1965

*[Handwritten signature]*

SECRET

[Redacted]

*8*

SECRET

[redacted] for the current academic year. He has handled them well and has done his best to maintain their morale in spite of the fact that there were only a few specific targets on whom they could systematically work.

3. Subject is a mature, experienced and energetic officer with both operational and scholarly interests in Far Eastern, [redacted] affairs. His talents are obviously being wasted in [redacted] and arrangements have already been made to have him reassigned. The base itself will be phased down in the summer of 1966 [redacted]

4. Subject has displayed an economical approach to the use both of funds and personnel.

5. In view of the limitations, outside his control, on operational activities [redacted], Subject's performance has been more than satisfactory and is rated as proficient.

CERTIFICATION AND COMMENTS

BY EMPLOYEE

(not available for signature)

Date:  
Mos. under my supervision  
15 months

BY SUPERVISOR

Date: 30 MAR 1965

COS/US

BY REVIEWING OFFICIAL

Concur.

Date: 6 APR 1965

C/DO

C. Tracy Barnes

SECRET



SECRET

*Jaw*

MEMORANDUM IN LIEU OF FITNESS REPORT

Name: [Redacted]  
 Date of Birth: [Redacted]  
 Sex: Male  
 Grade: GS-16  
 SD: D  
 Official Title: Ops Officer  
 Assignment: DDP, [Redacted]  
 Current Station: [Redacted]  
 Appointment: Career  
 Reporting Period: 27 October 1964 - 31 March 1965

POSTED ON  
*July-44*  
*Sept 65*

[Redacted] effectively assumed his duties as Chief of Base, [Redacted] in early January 1965. During the ensuing three months, he has devoted himself primarily to housing, cover, establishment of liaisons, and the orientation of his two outside people. [Redacted] Although he has begun to work on his operational program [Redacted] he has not been at work long enough to provide a basis for any evaluation of his operational performance.

CERTIFICATION AND COMMENTS

BY EMPLOYEE

Not Available For Signature

Date:

BY SUPERVISOR

Date: 24 MAR 1965

COS/US

BY REVIEWING OFFICIAL

Date: *25 Mar '65*

C/DO

C. Tracy Barnes

SECRET

0321  
 Excluded from automatic  
 downgrading and  
 declassification

*ME*

20 MAR 1965

CONFIDENTIAL

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED]

DOB: [REDACTED]  
Male  
GS-15  
Deputy Chief of Station

[REDACTED]  
Annual Report For the Period 1 April 1963 - 31 March 1964

In preparing this memorandum in lieu of submitting Fitness Report Form 45, I can only set forth my yearly reiteration that Subject is a senior, well-experienced, well-motivated, high caliber KUBARK officer who has been in his present grade, GS-15, since 1957. His high standard of contribution to the Station as its Deputy Chief of Station continues unflinching. [REDACTED] operations encompass a broad spectrum of [REDACTED]

[REDACTED] To keep on top of this activity it needs a man of energy backed up by sound operational knowledge and Subject has carried this job capably and with a will. I would certainly grade him "S" in performance evaluation.

[REDACTED] is widely dispersed and I have urged Subject on several occasions to get out to the various operational elements in an attempt to get closer to and stimulate the working case officers. After one or two starts he has not kept this up on a continuing basis, remaining at his [REDACTED] desk and invariably working through the individual branch chiefs. I am convinced more effort on his part in this field could have resulted in more yield to the Station from his long area and operations experience.

Subject actively participates in the operational review and budget preparation of the Station and has shown a definite cost consciousness.

Subject's [REDACTED] are well-known and the pro's and con's of the value of an officer remaining in one area for the major portion of his time with KUBARK (possibly to the detriment of his career) have been discussed to a sufficient degree as to rule out further reference in this memorandum. Subject is scheduled to leave [REDACTED] and enter an assignment where his operational talents will be of greater value.

In any considerations concerning Subject being conducted by any personnel board or by any official of the Agency interested in KUBARK personnel, the significant points are Subject is a deeply motivated, highly capable officer who has been in his current grade too long.

Certification:  
By Employee:

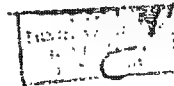
This memorandum was read by Subject and discussed with him in draft. He left the area on TDY and so cannot sign it.

By Supervisor: 23 April 1964

[REDACTED] Chief of Station

8 JUN 1964

CONFIDENTIAL



**SUBJECT:**

[Redacted]

**Comments of Reviewing Official:**

FE Division is in agreement with this balanced assessment of Subject's performance in [Redacted]. We are also hopeful that he will respond well in a new environment and broaden his operational capabilities.

**Signature of Reviewing Official:**

[Redacted]  
DCFE

23 MAY 1964  
Date

CONFIDENTIAL

S E C R E T

TRAINING REPORT

READING TECHNIQUES (EXECUTIVE WORKSHOP)

Name	Sex	Date of Course	No. of Students
	M	24 Jun-19 Jul 57	3
	ROD Date	Grade or Rank	Office
	28 Sept 1952	GS-14	FI/FR
Projected Assignment or Present Position			
Chief, YZ/1			

I. Objectives:

To inform senior personnel of efficient reading techniques, and to lay the groundwork for improved reading understanding, speed, and retention.

II. Specific Characteristics of Training:

This 20 hour course briefly reviews reading techniques for effective intelligence reading. The course sets forth the main principles of effective reading as Course I-7, Reading Techniques, emphasizing flexibility in reading different subjects for different purposes. Lectures, discussions, and practice exercises are used to present and apply reading skills, which shall be the skills most often required in intelligence reading.

III. Description of Completion:

[ ] satisfactorily completed Reading Techniques (Executive Workshop) which was conducted each morning from 0730 to 0830.

FOR THE DIRECTOR OF TRAINING:

[ ]

S E C R E T

SECRET

(When filled in)

11-41		LANGUAGE DATA RECORD		
1609117				
PART I-GENERAL				
1. NAME (Last-First-Middle)			2. DATE OF BIRTH	
3. LANGUAGE		4. TODAY'S DATE		5. <input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE
		Month	Day	
		April	24	1957
PART II-LANGUAGE ELEMENTS				
SECTION A. Reading (40)				
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY, RARELY.				
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.				
<input checked="" type="radio"/> 4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.				
5. I HAVE NO READING ABILITY IN THE LANGUAGE.				
SECTION B. Writing (41)				
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY, RARELY.				
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY, RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING; BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, ARRANGED STYLE, USING THE DICTIONARY OCCASIONALLY.				
<input checked="" type="radio"/> 4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, ARRANGED STYLE, USING THE DICTIONARY FREQUENTLY.				
5. I CANNOT WRITE IN THE LANGUAGE.				
SECTION C. Pronunciation (42)				
1. MY PRONUNCIATION IS NATIVE.				
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.				
<input checked="" type="radio"/> 3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.				
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.				
5. I HAVE NO SKILL IN PRONUNCIATION.				
CONTINUE ON REVERSE SIDE				

CONTINUATION OF PART II-LANGUAGE ELEMENTS		OFFICE OF PERSONNEL
Speaking (4.1)		
SECTION D.		MAY 29 9 59 AM '57
1.	I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE IN ALL FIELDS WITH WHICH I AM FAMILIAR.	
2.	I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.	MAIL ROOM
3.	I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.	
4.	I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.	
5.	I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.	
Understanding (4)		
SECTION E.		
1.	I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.	
2.	I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.	
3.	I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.	
4.	I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.	
5.	I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.	
BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.		
PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (4S)		
1.	I HAVE HAD EXPERIENCE AS A TRANSLATOR.	
2.	I HAVE HAD EXPERIENCE AS AN INTERPRETER.	
3.	NONE OF THE ABOVE STATEMENTS APPLY.	
4.	NONE OF THE ABOVE STATEMENTS APPLY.	
PART IV-CERTIFICATION		
I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-119, MAR. 1943. I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.		
DATE DICTATED	TITLE	
4/24/57		
1943	C	E

Transmitted VIA  
[redacted] 10,344

SECRET

30 April 1963

MEMORANDUM IN LIEU OF FITNESS REPORT FOR PERIOD:  
9 October 1962 - 31 March 1963

[redacted]  
[redacted]

A review of the file reflects that [redacted] has been constantly rated as a well-motivated, superior officer always willing to spend the "extra effort" by a variety of supervisors. During the rating period there has been no diminution in the caliber of professionalism or in the time and effort this man has contributed to the work of the [redacted]. He is a distinct asset. Over and above his drive and professionalism, brings to the Station a full background concerning intelligence activities having been associated with such activities [redacted] for the last seventeen years, either with the military or as a member of the Agency. All of this time he has been [redacted] except for a period of almost three years in Washington.

[redacted] has a proficiency in [redacted] and due to his long tenure [redacted] has contacts at a variety of levels.

In sum, the Agency has in [redacted] a superior officer with long background and continuity [redacted] who can and is making a highly significant contribution to the Agency's objectives in [redacted].

The above has stressed solely [redacted] ability to contribute to KUPARK objectives [redacted]. However, there is no doubt in the rater's mind that [redacted] could perform in a superior manner no matter to what geographical area he was assigned.

Serial Number [redacted] GS-15, D Designee, ECOS, [redacted]

[redacted]

Read by

Date: 1 May 1963 [redacted]

20 JUN 1963  
me

SECRET



OCT 1962  
7/21/62

19 OCT 1962

MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report - [redacted]

1. Chief of Station [redacted] was requested to forward a memorandum, in lieu of Fitness Report Form 45, on [redacted] Deputy Chief of Station, [redacted] to cover the period April 1961 to October 1962. His comments are as stated below:

[redacted] is a superior operations officer of wide scope, experience and imagination. He has over a period of years been highly successful in a variety of supervisory roles both operational and staff. In addition to these attributes he has unique qualifications of an extensive, continuous operational span of time [redacted] [redacted] contacts at a variety of levels and proficiency in the [redacted] language. Because of these latter aspects of his ability, he is able to contribute extensively to [redacted] CIA operational objectives.

2. I concur with the above.

  
Desmond FitzGerald  
Chief, Far East Division

SECRET



**SECRET**  
(When Filled In)

<b>FITNESS REPORT</b>	EMPLOYEE SERIAL NUMBER
-----------------------	------------------------

<b>SECTION A GENERAL</b>			
1. NAME (Last) (First) (Middle)	2.	3. SEX M	4. GRADE GS-15
5. SERVICE DESIGNATION D		6. OFFICIAL POSITION TITLE Ops Officer D-COS	
7. OPP/DIV/BR OF ASSIGNMENT			
8. CAREER STAFF STATUS		9. TYPE OF REPORT	
<input type="checkbox"/> NOT ELIGIBLE	<input type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> INITIAL
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL
		<input type="checkbox"/> REASSIGNMENT/SUPERVISOR	
		<input type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From 1 Apr 60 to 31 Mar 61 To SPECIAL (Specify)	

<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>						
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1 In the absence of COS, acts as Station Chief	RATING NO. 6				RATING NO. 6	
SPECIFIC DUTY NO. 2 As Deputy Chief of Station, supervises Station operational effort and intelligence production X/A 12	RATING NO. 6	SPECIFIC DUTY NO. 5			RATING NO.	
SPECIFIC DUTY NO. 3 Makes recommendations to COS on Station operational program, cover and personnel	RATING NO. 6	SPECIFIC DUTY NO. 6			RATING NO.	

<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>	
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance:	
<ul style="list-style-type: none"> <li>1 - Performance in many important respects falls to meet requirements.</li> <li>2 - Performance meets most requirements but is deficient in one or more important respects.</li> <li>3 - Performance clearly meets basic requirements.</li> <li>4 - Performance clearly exceeds basic requirements.</li> <li>5 - Performance in every important respect is superior.</li> <li>5 - Performance in every respect is outstanding.</li> </ul>	RATING NO. 5

<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>												
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee												
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree								
CHARACTERISTICS				NOT APPLICABLE		NOT OBSERVED		RATING				
								1	2	3	4	5
GETS THINGS DONE												X
RESOURCEFUL												X
ACCEPTS RESPONSIBILITIES												X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES												X
DOES HIS JOB WITHOUT STRONG SUPPORT											X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE											X	
WRITES EFFECTIVELY											X	
SECURITY CONSCIOUS											X	
THINKS CLEARLY											X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS									X			
OTHER (Specify):												

SEE SECTION "E" ON REVERSE SIDE

**SECRET**

(When Filled In)

**SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

JUN 1 2 52 PM '61  
MAIL ROOM

Subject is a superior officer in every important respect. He is intelligent, imaginative, resourceful and has balanced judgment. He understands administrative procedures and knows how to make them work. As a supervisor, he is firm and fair, and achieves the respect of his subordinates. As a subordinate, he is unflinchingly loyal and helpful. He has a good overall grasp of the intelligence business and maintains a healthy attitude of common sense with respect to operations. He is especially useful because of his great knowledge of and long experience in personalities and psychology, yet I consider he would be a superior officer and supervisor in any other context. His personal character is of the best.

**SECTION F CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**  
I certify that I have seen Sections A, B, C, D and E of this Report.

DATE: \_\_\_\_\_ SIGNATURE OF EMPLOYEE: \_\_\_\_\_

**2. BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: **18** IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: **Report was prepared at headquarters.**

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON: \_\_\_\_\_

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS: \_\_\_\_\_ REPORT MADE WITHIN LAST 90 DAYS: \_\_\_\_\_

OTHER (Specify): \_\_\_\_\_

DATE: \_\_\_\_\_ OFFICIAL TITLE OF SUPERVISOR: **Chief of Station** T: \_\_\_\_\_ RE: \_\_\_\_\_

**3. BY REVIEWING OFFICIAL**

- I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL: \_\_\_\_\_

DATE: **23 MAY 1961** OFFICIAL TITLE OF REVIEWING OFFICIAL: **C.F.E.** SIGNATURE: \_\_\_\_\_

SECRET  
(When Filled In)

Recorded  
CGS

81

FITNESS REPORT				EMPLOYEE SERIAL NUMBER						
<b>SECTION A GENERAL</b>										
1. NAME				3. SEX	4. GRADE					
				M	GS-15					
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT						
D		Ops Off (DCOS)		FE						
8. CAREER STAFF STATUS				9. TYPE OF REPORT						
NOT ELIGIBLE		MEMBER		DEFERRED		INITIAL				
<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>				
PENDING		DECLINED		DENIED		X ANNUAL				
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>				
10. DATE REPORT DUE IN O.P.				11. REPORTING PERIOD						
31 May 60				From 27 Jun 59 - To 31 Mar 60						
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>										
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).										
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent				
5 - Excellent		6 - Superior		7 - Outstanding						
SPECIFIC DUTY NO. 1		RATING NO.		SPECIFIC DUTY NO. 4		RATING NO.				
As Deputy for Operations, supervised Station operational effort and intelligence production.		6		In the absence of COS, acts as Station Chief.		6				
SPECIFIC DUTY NO. 2		RATING NO.		SPECIFIC DUTY NO. 5		RATING NO.				
Makes recommendations to COS on Station operational program, cover and personnel.		6								
SPECIFIC DUTY NO. 3		RATING NO.		SPECIFIC DUTY NO. 6		RATING NO.				
		6								
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>										
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.										
<ul style="list-style-type: none"> <li>1 - Performance in many important respects fails to meet requirements.</li> <li>2 - Performance meets most requirements but is deficient in one or more important respects.</li> <li>3 - Performance clearly meets basic requirements.</li> <li>4 - Performance clearly exceeds basic requirements.</li> <li>5 - Performance in every important respect is superior.</li> <li>6 - Performance in every respect is outstanding.</li> </ul>						RATING NO.				
						5				
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>										
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee										
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree				
5 - Outstanding degree										
CHARACTERISTICS				NOT APPLICABLE	NOT OBSERVED	RATING				
						1	2	3	4	5
GETS THINGS DONE										X
RESOURCEFUL										X
ACCEPTS RESPONSIBILITIES									X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED ARISES									X	
DOES HIS JOB WITHOUT STRONG SUPPORT									X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE									X	
WRITES EFFECTIVELY									X	
SECURITY CONSCIOUS										X
THINKS CLEARLY										X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS									X	
OTHER (Specify):										

SEE SECTION "E" ON REVERSE SIDE

SECRET

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

This is the first Fitness Report made by Rating Officer on Subject since the latter assumed duties as Deputy for Operations, [redacted] He has worked out extremely well in this role. He is intelligent, energetic, hard-working and faultlessly loyal. He pays attention to detail while remaining mindful of larger considerations. He is effective as a supervisor and commands the willing allegiance of his subordinates. He has excellent judgment in both administrative and operational matters. Because of his extensive background [redacted] his knowledge of things and people [redacted] and his fair-to-good command of the language, he is particularly well suited for his present position. However, he would be an asset to any station or element of Headquarters in a high supervisory position.

This report has been prepared in accordance with FE Division standards which recognize the principle of rating the individual against the group. Thus an 'average' rating reflects an entirely satisfactory performance.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE 27 Apr 1960 SIGNATURE [redacted]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION. IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON: EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS REPORT MADE WITHIN LAST 90 DAYS

DATE 27 Apr 1960 OFFICIAL TITLE OF SUPERVISOR [redacted] SIGNATURE [redacted]

3. BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION: I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION: I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION: I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE William V. Broe

SECRET

**SECRET**  
(When Filled In)

31 JUL 1959  
V 4  
JUL 1959

**FITNESS REPORT**

EMPLOYEE SERIAL NUMBER  
**160947**

**SECTION A GENERAL**

1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX M 4. GRADE GS-15

5. SERVICE DESIGNATION OFFICIAL POSITION TITLE 7. OFF/DIV/BR OF ASSIGNMENT  
DI IO (FI) (CI) DDP/FE/POS

8. CAREER STAFF STATUS 9. TYPE OF REPORT

NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR
PENDING	DECLINED	DENIED	<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P. 30/04/59 11. REPORTING PERIOD From Aug 58 31/03 59 SPECIAL (Specify)

**SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES**

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
--------------------	---------------------	----------------	---------------	---------------	--------------	-----------------

SPECIFIC DUTY NO. 1 Coordinates and furnishes guidance for all FI and CI matters in the FE Division.	RATING NO. 6	SPECIFIC DUTY NO. 4	RATING NO.
SPECIFIC DUTY NO. 2 Conducts liaison with other components of the DDP, and agencies in general.	RATING NO. 6	SPECIFIC DUTY NO. 5	RATING NO.
SPECIFIC DUTY NO. 3 Directs and supervises a staff component of nine people.	RATING NO. 6	SPECIFIC DUTY NO. 6	RATING NO.

**SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION**

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

<ul style="list-style-type: none"> <li>1 - Performance in many important respects fails to meet requirements.</li> <li>2 - Performance meets most requirements but is deficient in one or more important respects.</li> <li>3 - Performance clearly meets basic requirements.</li> <li>4 - Performance clearly exceeds basic requirements.</li> <li>5 - Performance in every important respect is superior.</li> <li>6 - Performance in every respect is outstanding.</li> </ul>	RATING NO. 5
--	-----------------

**SECTION D DESCRIPTION OF THE EMPLOYEE**

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree
---------------------------	--------------------	-------------------	--------------------------	------------------------

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING					
			1	2	3	4	5	
GETS THINGS DONE							X	
RESOURCEFUL								X
ACCEPTS RESPONSIBILITIES							X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X	
DOES HIS JOB WITHOUT STRONG SUPPORT							X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE								X
WRITES EFFECTIVELY							X	
SECURITY CONSCIOUS							X	
THINKS CLEARLY							X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X	
OTHER (Specify):								

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to improve improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

MAIL ROOM

Subject is a well-seasoned, imaginative operations officer, who is extremely practical in his approach to operational situations. He is especially fine in his dealings with people whether superiors or subordinates. He did an excellent job as a member of the FE Division Staff in improving and expediting the FI and CI activities of the Division. Subject has an excellent background in [redacted] and is extremely adept at building rapport with his counterparts.

He has the capacity to handle large volumes of work which many times leads him afield into activities that are not within his purview. His personality however allows him to do this without alienating others.

This report has been prepared in accordance with FE Division standards which recognize the principle of rating the individual against the group. Thus an "average" rating reflects an entirely satisfactory performance.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE I certify that I have seen Sections A, B, C, D and E of this Report.

DATE SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 18 months IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON. EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS REPORT MADE WITHIN LAST 90 DAYS OTHER (Specify):

DATE 22 July 1959 OFFICIAL TITLE OF SUPERVISOR Deputy Chief, FE Division SIGNATURE WILLIAM V. BROE

3. BY REVIEWING OFFICIAL I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE 22 July 1959 OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, Far East Division SIGNATURE Desmond Fitzgerald

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report. FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials.

SECTION A.

GENERAL

1. NAME, 2. SER M, 3. SERVICE DESIGNATION DI, 4. OFFICE, 5. OFFICIAL POSITION TITLE Chief, FE/FI, 6. GRADE GS-15, 7. DATE REPORT DUE IN OF, 8. PERIOD COVERED BY THIS REPORT (Inclusive dates) December 1957 - August 1958, 9. TYPE OF REPORT (Check one) INITIAL, REASSIGNMENT-SUPERVISOR, REASSIGNMENT-EMPLOYEE, SPECIAL (Specify)

SECTION B.

CERTIFICATION

1. FOR THE RATED: THIS REPORT HAS OR HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS: THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL, THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS, I HAVE DISCUSSED WITH AND REARRANGED BY THAT, H. THIS SUPERVISOR'S OFFICIAL TITLE Deputy Chief, FE Division

2. FOR THE RATING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY DATE, Posted For Control, Reviewed by, 15 SEP 1958, 15 SEP 1958

I certify that any substantial difference is reflected in the above section. OFFICIAL ALFRED C. ULMER, JR., Chief, FE Division

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES. DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility.

- 1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT. 2. BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF NEARNESS. 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER. 5. A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED, BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

5, COMMENTS: 11 25 1958

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing similar duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
- |                             |                                |                                |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING               | HAS AND USES AREA KNOWLEDGE    | CONDUCTS INTERVIEWS            |
| GIVING LECTURES             | DEVELOPS NEW PROGRAMS          | PREPARES SUMMARIES             |
| CONDUCTING SEMINARS         | ANALYZES INDUSTRIAL REPORTS    | TRANSLATES GERMAN              |
| WRITING TECHNICAL REPORTS   | MANAGES FILES                  | DEBRIEFING SOURCES             |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO                 | KEEPS BOOKS                    |
| TYPING                      | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK                   |
| TAKING DICTATION            | WRITES REGULATIONS             | MAINTAINS AIR CONDITIONING     |
| SUPERVISING                 | PREPARES CORRESPONDENCE        | EVALUATES SIGNIFICANCE OF DATA |
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

SEP 15 11 52 AM '58  
MAIL ROOM

- |   |  |
|---|--|
| 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY                                     | 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS |
| 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY                                 | 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY   |
| 3 - PERFORMS THIS DUTY ACCEPTABLY   |  |
| 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER  |  |
| 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB |  |

SPECIFIC DUTY NO.	RATING NUMBER	SPECIFIC DUTY NO.	RATING NUMBER
Coordinates and furnishes guidance for all FI and CI matters in the FE Div 6			
Conducts liaison with other components of DDP and the Agency in general	6		

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

[ ] is a sound, well experienced imaginative officer. He is especially adept in dealing with people at all levels so as to earn their respect and cooperation.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.

- |  |
|--|
| 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED   |
| 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW                                   |
| 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION |
| 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION  |
| 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS   |
| 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION  |
| 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION   |

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION?  YES  NO. IF YES, EXPLAIN FULLY:



SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/FE/FI/Hqs		6. OFFICIAL POSITION TITLE Chief, FE/FI TC (IT)	
7. GRADE GS-15	8. DATE REPORT DUE IN OF	9. PERIOD COVERED BY THIS REPORT (inclusive dates) Dec 1957 - Aug 1958	
10. TYPE OF REPORT (Check one)	INITIAL	<input checked="" type="checkbox"/> REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY		BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED	
A. THIS DATE 2 Sept 1958	B. TYPED OR P OFFICIAL William V. Broc	C. SUPERVISOR'S OFFICIAL TITLE Deputy Chief, FE Division	
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.			
A. THIS DATE 2 Sept 1958	B. TYPED OR P OFFICIAL Alfred C. Ulmer, Jr.	C. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, FE Division	

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

4

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor?  Yes  No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	2	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICE (Executive level)
3		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		Other (Specify)

SECRET

Potential

**SECRET**  
(When Filled In)

OFFICE OF PERSONNEL

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION  
**6 months**

4. COMMENTS CONCERNING POTENTIAL

SEP-15 11 52 AM '58  
MAIL ROOM

has displayed the operational and supervisory attributes that give every indication that he has an excellent potential to advance with this Agency.

**SECTION II. FUTURE PLANS**

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

Subject is married and has six children ranging in age from 4 to 15 years.

**SECTION I. DESCRIPTION OF INDIVIDUAL**

**DIRECTIONS:** This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
5	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	5	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED	4	12. SHOWS ORIGINALITY	4	22. IMMEDIATE DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	5	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
5	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS AGENCY
4	10. CAN cope WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE FREQUENT AND CONTINUOUS SUPERVISION

**SECRET**

SECRET

(When Filled In)

### FITNESS REPORT (Part I) PERFORMANCE

#### INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

#### SECTION A.

#### GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT DDR/FE/Fl Hdqrs.		6. OFFICIAL POSITION TITLE Chief, FE/Fl	
7. GRADE GS-15	8. DATE REPORT DUE IN OP 20 January 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) March 1957 - December 1957	
10. TYPE OF REPORT (Check one)	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR	<input type="checkbox"/> SPECIAL (Specify)
	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE	

#### SECTION B.

#### CERTIFICATION

1. FOR THE RATER: THIS REPORT  HAS  HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

#### A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN CI OR D, A WARNING LETTER HAS GONE TO CIVILIAN COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

10. THIS DATE 10 Jan. 58	11. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR Vernon L. Gresham	12. SUPERVISOR'S OFFICIAL TITLE Deputy Chief, Far East Div.
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7. FOR THE RECEIVING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY DATE  
 Posted For Control *[Signature]* 2/3/58  
 Reviewed by *[Signature]* 2/10/58

I certify that any substantial differences reflected in the above section.	
A. THIS DATE 10 Jan. 58	B. TYPED OR PRINTED NAME AND SIGNATURE OF RECEIVING OFFICIAL Alfred C. Illmer, Jr.
	C. OFFICIAL TITLE OF RECEIVING OFFICIAL Chief, Far East Division

#### SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- 1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2 - FAIRLY ADEQUATE IN PERFORMANCE, ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
- 3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY, OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- 4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
- 5 - IS A FINE PERFORMER; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

**7. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES**

**DIRECTIONS:**

- State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- Note performance on each specific duty considering ONLY effectiveness in performance of that specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors, those who supervise a secretary only).
- Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. Rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:
 

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DERRIPPING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

- |   |   |
|---|---|
| <p><b>DESCRIPTIVE RATING NUMBER</b></p> <p>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</p> <p>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</p> <p>3 - PERFORMS THIS DUTY ACCEPTABLY</p> <p>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</p> <p>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</p> | <p>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</p> <p>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</p> |
|---|---|

SPECIFIC DUTY NO. 1 <b>Acting Chief of Branch</b>	RATING NUMBER <b>6</b>	SPECIFIC DUTY NO. 4 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	RATING NUMBER <b>6</b>
SPECIFIC DUTY NO. 2 <b>Has and Uses Area Knowledge</b>	RATING NUMBER <b>6</b>	SPECIFIC DUTY NO. 5 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	RATING NUMBER
SPECIFIC DUTY NO. 3 <b>Coordinates with other offices</b>	RATING NUMBER <b>6</b>	SPECIFIC DUTY NO. 6 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	RATING NUMBER

**8. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

**DIRECTIONS:** Stress strengths and weaknesses, particularly those which affect development on present job.

During most of the period for which subject is rated he was acting chief of an active and important branch . He is currently chief of the FT group of the Division's plans and operations staff. Subject is a hard-working, dedicated employe. He has initiative and imagination and is profiting enormously from his present hq. experience. He is a very fine employe.

**SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION**

**DIRECTIONS:** Take into account here everything you know about the individual... productivity, conduct on the job, pertinent personal characteristics or habits, special defects or talents... and how he fits in with your team. Compare him with others doing similar work of about the same level.

<b>6</b>	<p>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</p> <p>2 - OF DOUBTFUL SUITABILITY... SHOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</p> <p>3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</p> <p>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</p> <p>5 - A FINE EMPLOYEE - WAS SOME OUTSTANDING EMPLOYEE</p> <p>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</p> <p>7 - EXCELLED IN OVER A FEW IN SUITABILITY FOR POSITION IN THE ORGANIZATION</p>
----------	---

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION?  YES  NO

After many years in the field with virtually no hq. duty, subject is now obtaining both command and staff experience. He has adapted himself splendidly and has shown remarkable versatility.

SECRET

(When Filled In)

### FITNESS REPORT (Part II) POTENTIAL

#### INSTRUCTIONS

**FOR THE ADMINISTRATIVE OFFICER:** Consult current instructions for completing this report.

**FOR THE SUPERVISOR:** This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, held and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item # of Section "E" below.

#### SECTION E.

##### GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE DIVISION BRANCH OF ASSIGNMENT DDP/ FE/ FI Hdqs.		6. OFFICIAL POSITION TITLE Chief, FE/ FI	
7. GRADE GS-15	8. DATE REPORT DUE IN OF 20 January 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive Dates) March 1957 - December 1957	
10. TYPE OF REPORT (Check one)	INITIAL <input checked="" type="checkbox"/>	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL <input type="checkbox"/>	REASSIGNMENT-EMPLOYEE	

#### SECTION F.

##### CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED.

A. THIS DATE  
10 Jan. 1958

B. OFFICIAL TITLE  
Deputy Chief, Far East Div.

2. FOR THE REVIEWING OFFICER:

A. THIS DATE  
10 Jan. 1958

B. TITLE OR PRINT OFFICIAL  
Alfred C. Ulmer, Jr.

C. OFFICIAL TITLE OF REVIEWING OFFICER  
Chief, Far East Division

#### SECTION G.

##### ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES  
DIRECTOR'S: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

- 1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
- 2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
- 3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
- 4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
- 5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
- 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
- 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL  
DIRECTOR'S: Answer this question: does this person have the ability to be a supervisor?  Yes  No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest in expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

- 1 - HAVE AN OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
- 2 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
- 3 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
- 4 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

Rating	Potential	Actual	Descriptive Situation
1			1. Able to do the same job under direct supervision, including or professional supervision of various kinds; does not have supervisory responsibility at all. (Enter line number)
2			2. Able to supervise and direct the same job (second line supervision)
3			3. Able to do the job or may not be supervised, which is responsible for the job done, coordinated by direct (supervisory level)
4			4. Able to do the job with immediate supervision of his superior
5			5. Able to supervise subordinates, supervise and direct and also have supervisory responsibility
6			6. Able to supervise subordinates, supervise and direct and also have supervisory responsibility
7			7. Able to do the job with immediate supervision of his superior

**SECRET**

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION **OFFICE OF PERSONNEL**  
 14 months

4. COMMENTS CONCERNING POTENTIAL  
 After many years [redacted] without any hq. duty, subject is now <sup>needed by</sup> <sup>58</sup> needed hq. experience. He has shown great adaptability and versatility in two responsible hqs. positions.  
 MAIL ROOM

**SECTION II. FUTURE PLANS**

5. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL  
 Subject should remain at hq. at least another year in order that he may further broaden his experience.

6. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS  
 Subject is married and has six children ranging in age from 3 to 14 years.

**SECTION I. DESCRIPTION OF INDIVIDUAL**

**DIRECTIONS:** This section is provided as an aid in describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

- 1 - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 2 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 3 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 6 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
5	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARD OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSING WITH ASSOCIATES
4	2. CAN MAKE DECISIONS OR WILL DO WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF HOW FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	5	14. ADMITS HIS ERRORS	4	24. DOES NOT BELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR HIS INDIVIDUAL AND ORGANIZATION	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
5	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT SEEKING SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
4	8. HAS BEEN IN LEADERSHIP	4	18. IS DUTYBOUND	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. DOES THINGS WELL	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATING OF HIS OFFICE
4	10. CAN WORK WITH SUPERVISORS	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME	4	30. DOES NOT REQUIRE STRONG AND UNFAVORABLE SUPERVISORY FEEDBACK

SECRET

(When Filled In)

# FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS:

**FOR THE ADMINISTRATIVE OFFICER:** Consult current instructions for completing this report.

**FOR THE SUPERVISOR:** This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any portion. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item A, of Section A below.

### SECTION A.

#### GENERAL

1. NAME (First) (Middle)	2. DATE OF BIRTH	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE, DIVISION, BRANCH OF ASSIGNMENT DDP/FE/1		6. OFFICIAL POSITION TITLE Deputy Chief, FE/1	
7. GRADE GS-14	8. DATE REPORT DUE IN OP April 30, 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 16 November 1956 - 15 March 1957	
10. TYPE OF REPORT (Check one)	INITIAL	X	SPECIAL (Specify)

### SECTION B.

#### CERTIFICATION

1. FOR THE MATERIAL THIS REPORT  HAS  HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "C" OR "D," A BARING LETTER 205 SENT TO HIM & COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE: 16 April 1957

C. SUPERVISOR'S OFFICIAL TITLE: Chief, FE/1

D. FOR THE REVIEWING OFFICER: [Signature]

Posted For Control BY DATE  
 Reviewed by FUD [Signature] 2 APR 1957

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE: 16 April 1957

B. OFFICIAL TITLE OF REVIEWING OFFICIAL: Deputy Chief, FE

### SECTION C.

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DEFICIENCIES: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

4/5

- DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
- BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO LAIDLY MEET RESPONSIBILITIES.
- PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- PERFORMS DUTIES IN A COMPLETE, EFFECTIVE MANNER.
- A HIGH PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: With additional experience on the job, his performance might be such as to warrant a 5 rating.

SECRET

FORM OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

APR 18 2 47 PM '57

**DIRECTIONS:**

- State in the spaces below up to six of the more important SPECIFIC duties performed during rating period. Place the duty in important first. Do not include minor or unimportant duties.
- Note performance on each specific duty considering only effectiveness in performance of this specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate supervisors those who supervise a secretary only).
- Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:
 

<ul style="list-style-type: none"> <li>ORAL BRIEFING</li> <li>GIVING LECTURES</li> <li>CONDUCTING SEMINARS</li> <li>WRITING TECHNICAL REPORTS</li> <li>CONDUCTING EXTERNAL LIAISON</li> <li>TYPING</li> <li>TAKING DICTATION</li> <li>SUPERVISING</li> </ul>	<ul style="list-style-type: none"> <li>HAS AND USES AREA KNOWLEDGE</li> <li>DEVELOPS NEW PROGRAMS</li> <li>ANALYZES INDIVIDUAL REPORTS</li> <li>MANAGES FILES</li> <li>OPERATES RADIO</li> <li>COORDINATES WITH OTHER OFFICERS</li> <li>WRITES REGULATIONS</li> <li>PREPARES CORRESPONDENCE</li> </ul>	<ul style="list-style-type: none"> <li>CONDUCTS INTERROGATIONS</li> <li>PREPARES SUMMARIES</li> <li>TRANSLATES GERMAN</li> <li>DEVELOPS SOURCES</li> <li>KEEPS INDEX</li> <li>DRIVES TRUCK</li> <li>MAINTAINS AIR CONDITIONING</li> <li>EVALUATES SIGNIFICANCE OF DATA</li> </ul>
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8. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

<b>DESCRIPTIVE RATING NUMBER</b>	1 - INCOMPLETE IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELLS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
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SPECIFIC DUTY NO. 1 Assists Branch Chief in Management and supervision of branch.	RATING NUMBER 4/5	SPECIFIC DUTY NO. 4 Provides operational and administrative guidance to field station.	RATING NUMBER 5
SPECIFIC DUTY NO. 2 Gen. Supervision of CE, Liaison and CP ops. of Branch	RATING NUMBER 5	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3 Conducts liaison with other Agency elements and outside agencies.	RATING NUMBER 6	SPECIFIC DUTY NO. 6	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

**DIRECTIONS:** Stress strengths and weaknesses, particularly those which affect development on present job.

His greatest strength is a warm and engaging personality, an unabashed friendliness that secures him an immediate willingness to cooperate from the people with whom he deals. He is an extremely hard worker, an accurate and meticulous reporter, has energy and enthusiasm and is generally sound in his judgment. On occasions he demonstrates a lack of depth in his assessment of a situation which leads him to jump too quickly to conclusions based on intuition and emotion. As the facts assert themselves, however, he is ready to revise his opinions. As his knowledge of the Agency and operations continue to grow, however, this tendency should diminish.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

**DIRECTIONS:** Take into account here everything you know about the individual... productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents... and how he fits in with your team. Compare him with others doing similar work of about the same level.

- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE TERMINATED
- 2 - OF QUESTIONABLE SUITABILITY - SHOULD NOT HAVE ASSIGNED HIM IF I HAD KNOWN WHAT I KNOW NOW
- 3 - A BARELY ACCEPTABLE EMPLOYEE... BELEGS AIRCRAFT BUT WITH NO QUALITIES SUFFICIENTLY OUTSTANDING TO WARRANT PROMOTION
- 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- 6 - AN INDIVIDUALLY EXCELLENT PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION?  YES  NO. IF YES, EXPLAIN FULLY:

Although he is perfectly capable of conducting his current job with distinction, he would shine in any position involving liaison with the U.S. military in which his long experience in dealing with military men and his personality could be brought to bear.

SECRET



SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, held and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the (U) no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

Form with fields for Name (Last, First, Middle), Date of Birth, Sex (M), Service Designation (D), Office/Division/Branch of Assignment (DDP/FE/1), Official Position Title (Deputy Chief, FE/1), Grade (GS-14), Date Report Due in Op (April 30, 1957), Period Covered by this Report (16 Nov. 1956 - 15 March 1957), Type of Report (Initial, Annual, Reassignment/Superior/Drop), and Special (Specify).

SECTION F.

CERTIFICATION

Form with fields for Supervisor's certification (I certify that this report represents my best judgment...) and Reviewing Official's certification (I have reviewed this report and noted any difference of opinion...), including dates and titles.

SECTION G.

ESTIMATE OF POTENTIAL

POTENTIAL TO ASSUME GREATER RESPONSIBILITIES. DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

Form with a rating scale from 1 to 7 and a box containing the number 5. Legend: 1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED; 2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED; 3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES; 4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES; 5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING; 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL; 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES.

7. SUPERVISORY POTENTIAL. DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? Yes No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

Form with descriptive ratings 0 to 3. Legend: 0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION; 1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION; 2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION; 3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION.

Table with columns: ACTUAL, POTENTIAL, and DESCRIPTIVE SITUATION. Rows describe various supervisory contexts like 'First line supervisor', 'Second line supervisors', 'Executive level', and 'Diverse and need careful coordination'.

SECRET

(When Filled In)

OFFICE OF PERSONNEL

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION  
6 months

2. COMMENTS CONCERNING POTENTIAL  
When he is unsure of himself in new problems, he tends to trade on his <sup>internal</sup> <sup>intuition</sup> and his emotional feeling for a situation or a person resulting in a vacillation of attitude and an inconsistency that limits his effectiveness. <sup>When</sup> <sup>he</sup> <sup>has</sup> <sup>past</sup> <sup>experience</sup> he generally makes sound decisions.

Apr 18 2 42 PM '57  
WHERMAN ROOM

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS  
He has a large family (six children) and would like to return to the field after enough Headquarters experience.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

A - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL  
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE  
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE  
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE  
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE  
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	5	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	3	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4/5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	5	23. IS INFLUENTIAL ON OTHERS
3	4. IS ANALYTIC IN HIS THINKING	5	14. ADMITS HIS ERRORS	3	24. REMAINS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	3/4	25. DISPLAYS JUDGEMENT
5	6. ASKS WHEN TO BEER ASSISTANCE	3	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	3/4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS EVIDENCE FOR FACTS	4	18. IS HESITANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COME WITH EMERGENCIES	4/5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	3	30. DOES NOT REQUIRE STANDING AND CONTINUOUS SUPERVISION

SECRET

~~C-O-N-F-I-D-E-N-T-I-A-L~~  
(When Filled In)

18 January 1957

MEMORANDUM FOR RECORD

THROUGH: Staff Training Officer

SUBJECT: Completion of Operational Management Course for FE Personnel

1.  FE/VI, has completed a Special Management Course (Operational Management Seminar) held 7-18 January, 1957.

2. The course covered 38 hours of lectures and group discussions, together with a limited amount of reading. The course outlined the responsibilities of management at the Branch Chief level and selected problems of Headquarters management dealing with clandestine activities. The individual named completed all course assignments but received no grade, since no evaluation was made of the student's performance in this special course, or of his ability to perform a particular job assignment.

FOR THE DIRECTOR OF TRAINING:

Chief Instructor, Basic Management

~~C-O-N-F-I-D-E-N-T-I-A-L~~  
(When Filled In)

SECRET

18 December 1956.

MEMORANDUM FOR THE RECORD

SUBJECT: Fitness Report on [redacted]

1. The attached Fitness Report should be read with the following facts in mind. The Rating Officer arrived in [redacted] on 21 January 1956. [redacted] on or about 19 March 1956 and was in the United States on TDY until 8 May 1956. From 8 May until he

[redacted]

2. I question, therefore, whether [redacted] was under the Rating Officer's direct supervision for a sufficient period of time to insure that the attached report is a completely equitable one. Inasmuch as the Chief of Station reviewed this report and made no comment, I am in no position to take issue with it, but suggest that it be viewed in the context of other Fitness Reports on [redacted]

[redacted]  
Chief, FE/1

Attachment

SECRET  
(When Filled In)

### FIELD FITNESS REPORT

- The Fitness Report is an important factor in organization personnel management. It seeks to provide:
1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and
  2. A periodic record of job performance as an aid to the effective utilization of personnel.

#### INSTRUCTIONS

**TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER:** Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

**TO THE FIELD SUPERVISOR:** Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

#### SECTION I

LEAVE	USE ONLY	1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION
			M	<del>GS-11</del> D1
4. GRADE	5. STATION DESIGNATION (Current)			
GS-11				
6. DUE DATE OF THIS REPORT	7. PERIOD COVERED BY THIS REPORT (inclusive dates)			
	1 November 1955 to 7 June 1956			

#### SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
I.O. (E-1)	April, 1954
3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	

BY	DATE
<i>[Signature]</i>	11 JAN 1957
Posted Pos. Control	
Reviewed by PUD	<i>[Signature]</i> 1-14-57

#### SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES:	
1. NAME OF RATER (True)	2. NAME OF REVIEWING OFFICIAL IN FIELD (True)
3. THIS REPORT <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHENTICATED AT HQS.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES
7 Dec 1956	<i>[Signature]</i> CFF/1

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

**SECRET**  
(When Filled In) **OFFICE OF PERSONNEL**  
**SECTION IV**

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements. **JAN 18 10 45 AM '57** apply in each of the three to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left, then check the category on the right which best tells how such a statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means **PAJ RDS** no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	CATEGORIES	CATEGORIES					
		NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	SAMPLES			X			
B. PRACTICAL.						X	
1. A GOOD REPORTER OF EVENTS.						X	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.					X		
3. CAUTIOUS IN ACTION.						X	
4. HAS INITIATIVE.						X	
5. UNEMOTIONAL.						X	
6. ANALYTIC IN HIS THINKING.					X		
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.							X
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.							X
9. HAS SENSE OF HUMOR.						X	
10. KNOWS WHEN TO SEEK ASSISTANCE.						X	
11. CALM.					X		
12. CAN GET ALONG WITH PEOPLE.							X
13. MEMORY FOR FACTS.							X
14. GETS THINGS DONE.						X	
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.						X	
16. CAN COPE WITH EMERGENCIES.				X			
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X	
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.						X	
19. HAS WIDE RANGE OF INFORMATION.						X	
20. SHOWS ORIGINALITY.					X		
21. ACCEPTS RESPONSIBILITIES.					X		
22. ADMITS HIS ERRORS.						X	
23. RESPONDS WELL TO SUPERVISION.					X		
24. EVEN DISPOSITION.						X	
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.			X				



C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGNS ALL OTHER CONSIDERATIONS.

Performance  hamstrung by preoccupation with personal and professional status in the Agency, unarranted in terms of both personal popularity and quality of work.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?  NO  YES. IF YES, BY Jan 13, 10 49 AM '57

Shrinks from assuming full responsibility. Fits well into a system of checks and balances.

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

In view of prospective return to  field assignment, should keep up his knowledge of the  language. Tradecraft training designed to develop a basic facility for developing personal contacts into a control relationship and for turning contacts over effectively to other ops personnel.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

contacts over effectively to other ops personnel.

MAIL ROOM

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D.

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

- DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
- BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA?  NO  YES; IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.

- HAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGANIZATION. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION. IRRKED BY RESTRICTIONS. REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION. BOTHERED BY MINOR FRUSTRATIONS. WILL QUIT IF THESE CONTINUE.
- HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT. HAS "WAIT AND SEE" ATTITUDE. WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION. MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION. THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
- DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION. BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
- HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION. WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

- HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating. Skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- OF DOUBTFUL SUITABILITY. WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- A BARELY ACCEPTABLE EMPLOYEE. DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- A TYPICAL EMPLOYEE. HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
- A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
- EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.



SECRET

CUMULATIVE TRAINING RECORD					DATE	
					1 25 October 1956	
NAME			PROJECTED PERSONNEL ACTION			
			FORMATION <input checked="" type="checkbox"/>	REASSIGNMENT <input type="checkbox"/>	OTHER (Explain)	
			ROTATION <input type="checkbox"/>	TRAVEL <input type="checkbox"/>		
FROM: I.O. (VI), GS-14, [ ]			TO: Area Ops Off, GS-14, Hqs.		FOO: Bopt 52	
X	COURSE	DATE TAKEN	X	COURSE	DATE TAKEN	REMARKS: 1. CONSTRUCTIVE CREDIT (CC) HAS BEEN AUTHORIZED FOR COURSES SO MARKED BASED UPON SUBJECT'S PREVIOUS <input type="checkbox"/> BACKGROUND <input type="checkbox"/> EXPERIENCE <input type="checkbox"/> TRAINING. 2. SUBJECT HAS COMPLETED TRAINING OR RECEIVED CONSTRUCTIVE CREDIT AS SHOWN AT THE LEFT.  TRAINING OFFICER COMMENTS: <input checked="" type="checkbox"/> A. THIS DOES (NOT) MEET TRAINING STANDARDS RE QUALIFICATION FOR THE PROJECTED ACTION. <input type="checkbox"/> NO FURTHER TRAINING RECOMMENDED AT THIS TIME. <input type="checkbox"/> B. SUBJECT IS CURRENTLY ENROLLED IN COURSES MARKED WITH AN "X" THE COMPLETION OF WHICH WILL SATISFY BASIC QUALIFYING STANDARDS. <input type="checkbox"/> C. UNLESS SUBJECT HAS HAD PREVIOUS HQ. OR FIELD EXPERIENCE WHICH CAN BE ACCEPTED IN LIEU OF TRAINING, SUBJECT SHOULD BE REQUIRED TO TAKE <input type="checkbox"/> QUALIFYING <input type="checkbox"/> REFRESHER TRAINING AS CHECKED AT THE LEFT: <input type="checkbox"/> GOODNESS <input type="checkbox"/> UPON RETURN TO HQ. <input type="checkbox"/> D. WAIVER AND CC. SHOULD BE REQUESTED FOR THOSE COURSES MARKED WITH A "W". <input type="checkbox"/> E. RECOMMENDATIONS FOR ADDITIONAL TRAINING WERE MADE <input type="checkbox"/> DATE THESE RECOMMENDATIONS HAVE NOT BEEN MET.
	BASIC ORIENT. ALSO BIC, BITC, ROC, BIP, PH I			BIC OPS. 1 2 3 4 5		
	CLAND. W & T ALSO OC, PH II	27 Oct-26 Nov 52		WAR. OPS 1 2 3 4 5		
	CLAND. OPS. ALSO AIC, AITC, ACC, CAI, PH III			CLAND. FLD. ACT. 1 2 3 4 5 6		
	RESISTANCE OPS ALSO PH. I-III-III. RAFT			SURVIVAL 1 2 3 4 5 6		
	CLAND. SERV. [ ]	1 Oct 56		BASIC PHOTO		
	WORLD COMMUNISM			DOCUMENTATION	22 Oct 52	
	ANTI-COMM. OPS.			LOCKS		
	ADMIN PROCEDURES			SECRET WRITING	8-9 Dec 52	
	OPS. SUPPORT			FLAPS & SEALS		
	TRACRAFT PHASE ADMIN PHASE			SMALL ARMS. FAM. OTHER TRAINING		
	REPORTS			BIC	1-5 Dec 52	
	ORDER OF BATTLE					
	COUNTERESPIONAGE					
	ACQ. COUNTER-ESPIONAGE					
	OPS. SECURITY					
	WAR PLANS					
	CLAND. POL. RAFF. STAYBEHIND OPS.					
	TECH. DEV. ORIENT.					
	INSTR. TECH.					
	EVASION-ESCAPE					
	SAB. OPS.					
	INVEST. TECH. ALSO CI TECH.					
	ADMIN REFRESHER					
	ROG. IMPROVE.					
	BASIC SUPV.					
	BASIC MGMT.			PPE-TEST		
	BALLOON OPS.			ASSESSMENT		
TO: Personnel Officer,			FROM: Career Management Officer			
<p>The above projected personnel action has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved by the Career Service Board. Additional training as indicated above has been recommended by the Training Officer to satisfy requirements of the proposed personnel action.</p> <p>Please schedule these courses as soon as possible through your Division Training Officer who will coordinate with the Senior Staff Training Officer.</p>						
DATE			SIGNATURE OF CAREER MANAGEMENT OFFICER			
14 Nov 56			[ ]			

SECRET

TRAINING REPORT

CLANDESTINE SERVICES REVIEW NO. 14

NAME	SEX	DATES OF COURSE	NO. OF STUDENTS
[REDACTED]	Male	24 September - 12 October 1952	42
	END DATE	GRADE OR TERM	OFFICE
[REDACTED]	29 September 1952	GS-14	FE/1
PROJECTED ASSIGNMENT OR PRESENT POSITION			
Chief, [REDACTED] FE-1			

I. OBJECTIVES

The objectives of this course are to provide familiarization with 1) the Clandestine Services' functional structure, current mission, operational programs, and support facilities; 2) other Agency offices and their capacity to support the Clandestine Services. It is not intended to impart basic operational knowledge, but is designed to make the returning case officer current with recent developments.

II. SPECIFIC CHARACTERISTICS OF COURSE:

A description of current policy, objectives, organization, programs showing operational emphasis, methods of personnel management, fiscal administration, and existing capabilities for providing operational and intelligence support was presented by means of lectures, tours, and selected reading material. The course involved three weeks.

III. CERTIFICATION OF COURSE COMPLETION:

[REDACTED]

and attended the entire course.

FOR THE DIRECTOR OF TRAINING:

[REDACTED]

Chief, Instructor  
Clandestine Services Review

SECRET

13  
SECRET  
(When Filled In)

### FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:  
1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and  
2. A periodic record of job performance as an aid to the effective utilization of personnel.

#### INSTRUCTIONS

**TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER:** Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

**TO THE FIELD SUPERVISOR:** Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

#### SECTION I

1. LAST NAME	2. USE ONLY	3. DATE OF BIRTH	4. SEX	5. SERVICE DESIGNATION
			M	DI
6. GRADE	7. STATION DESIGNATION (Current)			
GS-14				
8. DUE DATE OF THIS REPORT	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
30 October 1955	31 October 1954 to 30 October 1955			

#### SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
I. C. (FI)	April, May, 1954
3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	
a. As Acting Chief, FI, has been responsible for supervising all FI activities of the Base, and for coordinating those activities with Chief, PP.	
b.	
c.	

BY	DATE
Posted Post Control	Sept 56
Reviewed by FUD	

#### SECTION III (To be completed at headquarters only)

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES	
1. NAME OF RATER (True)	2. NAME OF RECEIVING OFFICIAL IN FIELD (True)
Robert H. LINN	
3. THIS REPORT WAS <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED	
4. DATE REPORT AUTHENTICATED AT HQ	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL DIRECTOR AT HEADQUARTERS
23 March 1956	

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

**SECRET**  
(When Filled In)

**SECTION IV**

**OFFICE OF PERSONNEL**

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in general to all people. On the right hand side of the page are four major categories of descriptions. Each category is divided into three small blocks; this is to allow you to make finer distinctions, if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have a definite opinion that the description is not at all suited to the individual.

STATEMENTS	SAMPLES	CATEGORIES					
		NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.				X			
B. PRACTICAL.						X	
1. A GOOD REPORTER OF EVENTS.						X	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.							X
3. CAUTIOUS IN ACTION.					X		
4. HAS INITIATIVE.						X	
5. EMOTIONAL.				X			
6. ANALYTIC IN HIS THINKING.						X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.						X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.							X
9. HAS SENSE OF HUMOR.							X
10. KNOWS WHEN TO SEEK ASSISTANCE.						X	
11. CALM.				X			
12. CAN GET ALONG WITH PEOPLE.						X	
13. MEMORY FOR FACTS.						X	
14. GETS THINGS DONE.						X	
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.						X	
16. CAN COPE WITH EMERGENCIES.						X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.							X
18. HAS STAMINAL CAN KEEP GOING A LONG TIME.						X	
19. HAS WIDE RANGE OF INFORMATION.						X	
20. SHOWS ORIGINALITY.						X	
21. ACCEPTS RESPONSIBILITIES.						X	
22. ADMITS HIS ERRORS.						X	
23. RESPONDS WELL TO SUPERVISION.						X	
24. EVEN DISPOSITION.				X			
25. WALKS TO HIS JOB WITHOUT STRONG SUPPORT.						X	

**SECRET**



SECRET

(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS.  
Versatility in dealing on a friendly and extremely effective basis with all kinds of people, particularly those in high level positions.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?  NO  YES. IF YES, WHY? APR 3 1 58 PM '56

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?  
P&F training, and refresher course, if available, in FI ops.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person): Subject has an excellent knowledge of the area, its people, and language and is able to use this knowledge with great resultant benefits to his work.

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D.

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.

2. BARELY ADEQUATE IN PERFORMANCE, ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING. HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.

3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.

4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.

5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.

6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA?  NO  YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.

1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.

2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION. IMPOSED BY RESTRICTIONS. REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.

3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION. BOTHERED BY MINOR FRUSTRATIONS. WILL QUIT IF THESE CONTINUE.

4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT. HAS "WAIT AND SEE" ATTITUDE. WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.

5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION. MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION. THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.

6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION. DARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.

7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION. WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities, lines normally indicated by promotion.

1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.

2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.

3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.

4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.

5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.

6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating, skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.

2. OF DOUBTFUL SUITABILITY. WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.

3. A BARELY ACCEPTABLE EMPLOYEE. DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.

4. A TYPICAL EMPLOYEE. HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.

5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.

6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.

7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET

SECRET  
(When Filled In)

### FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:  
1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and  
2. A periodic record of job performance as an aid to the effective utilization of personnel.

#### INSTRUCTIONS

**TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER:** Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

**TO THE FIELD SUPERVISOR:** Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual was under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, and that in a private way he knows where he stands.

Posted Per Control **B7 2-15-55**

**3/8/55**

**A**

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING EVALUATED.

#### SECTION I

1. <small>FOR HEADQUARTERS USE ONLY</small>		2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
			<b>M</b>	<b>WARREN SD-P1</b>
5. GRADE	6. STATION DESIGNATION (Current)			
<b>GS-11</b>				
7. DUE DATE OF THIS REPORT		8. PRESENT SUPERVISOR		
<b>30 Sept. 1954</b>		<b>17 January 1953 to 30 October 1954</b> <b>16 Nov. 1953 to 30 October 1954</b> (present supervisor)		

#### SECTION II (To be completed by field supervisor)

9. CURRENT POSITION	10. DATE ASSUMED RESPONSIBILITY FOR POSITION
<b>10 (FI) Acting Deputy for KUFIRE, Chief of Liaison</b>	<b>0136 S1 April-May 1954</b>
11. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	

Subject is Acting Deputy for KUFIRE activities within the Mission. As such, he is responsible for organizing, directing, and coordinating the three sections charged with KUFIRE duties [redacted] as well as the Intelligence Staff which is in turn responsible for requirements, central intelligence files, GS carding and filing, and the preparation and dissemination of reports. Subject is also Chief of Liaison and in his capacity directs and coordinates the work of four liaison sections dealing with both U.S. [redacted]

#### SECTION III (To be completed at Headquarters only)

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

12. AUTHENTICATION OF REPORT AND SIGNATURES	
1. NAME OF RAISER (Type)	2. NAME OF DEBATING OFFICIAL IN FIELD (Type)
[redacted]	[redacted]
13. THIS REPORT WAS <input type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RAISED.	
14. DATE REPORT AUTHORIZED AT HQS.	
<b>16 Jan 55</b>	<b>Lt.</b>

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

FEB 9 10 31 AM '55

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. **IN MATTER ROOM**  
Interpret words as to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	CATEGORIES					
	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X			
B. PRACTICAL.					X	
1. A GOOD REPORTER OF EVENTS.						X
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.						X
3. CAUTIOUS IN ACTION.					X	
4. HAS INITIATIVE.						X
5. UNEMOTIONAL.				X		
6. ANALYTIC IN HIS THINKING.					X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.						X
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.						X
9. HAS SENSE OF HUMOR.						X
10. KNOWS WHEN TO SEEK ASSISTANCE.				X		
11. CALM.						X
12. CAN GET ALONG WITH PEOPLE.						X
13. MEMORY FOR FACTS.						X
14. GETS THINGS DONE.						X
15. HELD ORIENTED TOWARD LONG TERM GOALS.					X	
16. CAN COPE WITH EMERGENCIES.						X
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X
18. HAS STAMINA CAN KEEP GOING A LONG TIME.						X
19. HAS WIDE RANGE OF INFORMATION.						X
20. SHOWS ORIGINALITY.						X
21. ACCEPTS RESPONSIBILITIES.						X
22. ADMITS HIS ERRORS.						X
23. RESPONDS WELL TO SUPERVISION.					X	
24. EASY DISPOSITION.						X
25. LIKE TO DO HIS JOB WITHOUT SUPERVISION.					X	





SECRET  
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS.  
High capacity for competent and rapid accomplishment in almost any intelligence field, OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?  NO  YES. IF YES, ON FEB 9 10 31 AM '55  
Subject has excellent balance in supervising others, but often requires guidance and direction in something in which he personally is closely concerned. MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?  
I&P course; refresher course in KUPIRE techniques.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):  
Subject makes an invaluable contribution through his knowledge of Japan, and through the continuity resulting from his willingness to remain for an indefinite period in the area.

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, and D.

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.

2. BADLY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.

3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.

4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.

5. A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.

6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA?  NO  YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.

1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.

2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION. IRREDUCIBLE RESTRICTIONS. REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.

3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION. BOtherED BY MINOR FRUSTRATIONS. WILL QUIT IF THESE CONTINUE.

4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT. HAS "WAIT AND SEE" ATTITUDE. WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.

5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION. MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION. THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.

6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION. MARKING AN UNEXPECTED OUTSIDE OPPORTUNITY. WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.

7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION. WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.

2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.

3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.

4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.

5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.

6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating. Skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.

2. OF DOUBTFUL SUITABILITY. WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.

3. A BARELY ACCEPTABLE EMPLOYEE. DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.

4. A TYPICAL EMPLOYEE. HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.

5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.

6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.

7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET

**IMPORTANT  
EMPLOYEE INSTRUCTIONS  
ON PAGE 4**

**LIFE INSURANCE COVERAGE**  
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT  
AGENCY INSTRUCTIONS  
ON PAGE 2**

**TO COMPLETE THIS FORM—**

**1 FOLLOW THESE GENERAL INSTRUCTIONS:**

- Read page 4 carefully before you fill in the form.
- Fill in **BOTH COPIES** of the form. Type or print in ink.
- Do not detach.

**2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):**

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
EMPLOYING DEPARTMENT OR AGENCY			AGENCY LOCATION (City, State, ZIP Code)	
HAVE YOU EVER BEFORE FILED THIS FORM? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If "YES," your last such form remains in effect and you should not file this new form unless you want to change the old one.				

**3** By law, a person, who can be covered, automatically receives regular life insurance, unless he waives all coverage. You have the choice of waiving all coverage, increasing your life insurance coverage through additional optional insurance, or declining the additional optional insurance. So, **READ CAREFULLY AND THEN**

**MARK AN "X" IN ONE OF THE BOXES BELOW (DO NOT MARK MORE THAN ONE):**

Mark here →  **A** I WANT THE \$10,000 OPTIONAL INSURANCE in addition to my regular insurance. I authorize deductions to pay the full cost.  
for **BOTH** OPTIONAL AND REGULAR insurance.

Mark here →  **B** I DO NOT WANT THE \$10,000 OPTIONAL INSURANCE but I understand I still get my regular insurance. I understand I cannot get optional insurance, unless I: (1) wait at least one year after I sign this form, (2) am under age 50 when I apply, AND (3) give satisfactory medical evidence of insurability.  
for **REGULAR BUT NO OPTIONAL** insurance.

Mark here →  **C** I DO NOT WANT ANY LIFE INSURANCE NOW. I understand that I cannot get any regular insurance, unless I: (1) wait at least one year after I sign this form; (2) am under age 50 when I apply, AND (3) give satisfactory medical evidence of insurability. I understand I cannot get the \$10,000 optional insurance unless I first have the regular insurance.  
for **NO INSURANCE AT ALL**.

**4** DATE AND SIGN. RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

SIGNATURE (do not print)

Subject failed to elect optional insurance during the open period.

DATE

14 Apr 1968

**FOR EMPLOYING OFFICE USE ONLY**

(official receiving date stamp)

PERSONNEL  
OFFICE  
APR 14 10 24 AM '68  
PERSONNEL

See Table of Effective Dates on Back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176  
MARCH 1973  
FPM Supplement 870-1  
176-103

SECRET  
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO. [REDACTED] NAME  
LAST FIRST MIDDLE

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 58, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38 39		40-42

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 5 - CANCELLATION	37	38 39	EUROPE	40-42
0	5	1	6	7	3	0	6	1	7	7
										8 0 1

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

<input checked="" type="checkbox"/> TRAVEL VOUCHER	DISPATCH
<input type="checkbox"/> CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. **WOCAD-000091-73** DOCUMENT DATE/PERIOD **05/15/73 - 06/17/73**

REMARKS

PREPARED BY DCO	REPORT INITIATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
<input checked="" type="checkbox"/> C & L DIVISION, CTR	DATE Jul 9/1973	SIGNATURE
<input type="checkbox"/> C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

S-E-C-R-E-T

CERTIFICATION OF ATTENDANCE

NAME OF SCHOOL OR FACILITY: Federal Executive Institute  
COURSE : Follow-up Seminar  
COURSE DATES : 10 December 1970 (1 day only)  
GRADE (IF GIVEN) : None  
TRAINING REQUEST NUMBER : 031297

I certify the above to be true and correct to the best of my knowledge.

[Signature Box]

SIGNATURE

DATE

NOTE: This form is to be used only when the facility attended does not give official completion information.

TRAINING COMPLETED

Request No. 031297

Date 7/12/71

S-E-C-R-E-T

UNITED STATES GOVERNMENT

U.S. CIVIL SERVICE COMMISSION

# Memorandum

**Subject:** Completion of "The Residential Program in Executive Education" at the Federal Executive Institute, Charlottesville, Virginia

**Date:** July 15, 1970  
**In Reply Refer To:**

**From:** FRANK P. SHERWOOD *Frank Sherwood*  
Director, Federal Executive Institute

**Your Reference:**

**To:** [Redacted]  
Registrar, Office of Training  
Central Intelligence Agency  
Washington, D. C. 20505

This is official notice that [Redacted] has satisfactorily completed the eight-week session of "The Residential Program in Executive Education" at the Federal Executive Institute, Charlottesville, Virginia. This session of that educational program was held from May 10 - July 2, 1970. A certificate of completion has been issued to the above named person. One copy of this memorandum is intended for filing in the employee's official personnel folder and the other copy for routing to the employee's immediate supervisor.

TRANSPORT COMPLETED  
Request # 207215  
Date 7/15/70

Keep Freedom in Your Future With U.S. Savings Bonds

SECRET  
(When Filled In)

QUALIFICATIONS UPDATE

GS-16 D

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING, TYPE OR PRINT, AVOID USING LIGHT COLORED INKS

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

**SECTION I BIOGRAPHIC AND POSITION DATA**

EMP. SER. NO.	NAME (Last-First-Middle)	DATE OF BIRTH

**SECTION II EDUCATION**

**HIGH SCHOOL**

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO

**COLLEGE OR UNIVERSITY STUDY**

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM-TO	DEGREE RECEIVED	YEARS RECEIVED	NO. SEM/OTR. HRS. (Specify)
	MAJOR	MINOR				
1.						
2.						

IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

**TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS**

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

**OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE**

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

**SECTION III MARITAL STATUS**

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:

2. NAME OF SPOUSE (Last) (First) (Middle) (Maiden)

3. DATE OF BIRTH

4. PLACE OF BIRTH (City, State, Country)

5. OCCUPATION

6. PRESENT EMPLOYER

7. CITIZENSHIP

8. FORMER CITIZENSHIP(S) COUNTRY(IES)

9. DATE U.S. CITIZENSHIP ACQUIRED

**SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE**

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				

**SECRET**  
(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY			
				RESEARCH	TRAVEL	STUDY	OTHER ASSISTANCE
			APR 9 9 37 AM '63				
SECTION VI TYPING AND STENOGRAPHIC SKILLS							
1. TYPING (WPM) 2. SHORTHAND (WPM) 3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM							
<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER SPECIFY:							
SECTION VII SPECIAL QUALIFICATIONS							
PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.							
SECTION VIII MILITARY SERVICE							
CURRENT DRAFT STATUS							
1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?				2. NEW CLASSIFICATION			
<input type="checkbox"/> YES <input type="checkbox"/> NO							
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS				4. IF DEFERRED, GIVE REASON			
MILITARY RESERVE, NATIONAL GUARD STATUS							
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG							
<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AIR NATIONAL GUARD							
1. CURRENT RANK, GRADE OR RATE		2. DATE OF APPOINTMENT IN CURRENT RANK		3. EXPIRATION DATE OF CURRENT OBLIGATION			
4. CHECK CURRENT RESERVE CATEGORY							
<input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (Active) <input type="checkbox"/> STANDBY (Inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED							
5. MILITARY MOBILIZATION ASSIGNMENT				6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED			
MILITARY SCHOOLS COMPLETED (Promoted Active, Reserve Duty, or as Civilian)							
NAME AND ADDRESS OF SCHOOL			STUDY OR SPECIALIZATION		DATE COMPLETED	RESIDENT	AGENCY SPONSORED
SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS							
NAME AND CHAPTER		ADDRESS (Number, Street, City, State, Country)				DATE OF MEMBERSHIP	
						FROM TO	
SECTION X REMARKS							
DATE		SIGNATURE					
4 APR 1963							

**SECRET**



**SECRET**  
(When Filled In)

**VERIFIED RECORD OF OVERSEAS SERVICE**

TO: Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-8	(Print)	7-24		25-26  43

**INSTRUCTIONS**

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

**PCS DATES OF SERVICE**

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT						
		MONTH	DAY	YEAR	MONTH	DAY	YEAR								
1. PCS (Basic)	27	20	29	30	31	32	33	34	35	36	37	38	39		40-42
3. CORRECTION														Hawaii	730
6. CANCELLATION	1	08	26	29	06	12	66								

**TDY DATES OF SERVICE**

TYPE OF DATA	CODE	DEPARTURE				RETURN				AREA(S)	OMIT				
		MONTH	DAY	YEAR	MONTH	DAY	YEAR								
2. TDY (Basic)	27	20	29	30	31	32	33	34	35	36	37	38	39		40-42
4. CORRECTION															
6. CANCELLATION															

**SOURCE OF RECORD DOCUMENT**

<input type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input checked="" type="checkbox"/> CABLE Honolulu 3499	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. IN NR 36523A	DOCUMENT DATE/PERIOD 13 June 1966
---	--------------------------------------

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & L DIVISION	DATE 7-2-66	SIGN
<input checked="" type="checkbox"/> C & F DIVISION		

Supplement to Staff Agent Personnel Action

25 October 1964

In view of your [redacted] assignment, you have been designated a Staff Agent. The purpose of this Supplement is to call your attention to existing policies which are particularly material to you while you are so designated and to set forth certain obligations incident to your status as an appointed employee.

1. **Payroll Administration.** As indicated in your Staff Agent Personnel Action, your present salary and grade are \$20,245.00 per annum and GS-16<sup>3</sup>, respectively. As an appointed employee of the Government you are entitled to receive and retain only the salary, allowances and other benefits applicable to that status. However, procedural variations will be followed to preserve the security of your position.

(a) The gross emoluments that you receive from your [redacted] activities will be retained by you as an offset against the gross emoluments due you from this organization. If [redacted] emoluments ever exceed those due you from this organization, the overage is to be remitted to this organization on a monthly basis, unless a different period is specified.

(b) Federal income taxes will be withheld, reported and paid in conformance with Agency procedures designed to protect against the unauthorized revelation [redacted] [redacted] You will be briefed thereon prior to your departure.

(c) This organization will deduct from the gross payments due you an amount equivalent to six and one-half percent (6 1/2%) of your gross salary for contribution to the Civil Service Retirement Fund. This amount will be deducted from the differential due you by this organization. If there is no differential or if it is insufficient, you will be required to make direct remittances to this organization in satisfaction of the required contributions.

SECRET

2. Furnished Quarters. If you and your dependents are furnished quarters by the Government while PCS [redacted] you will be charged a reasonable rental therefor, as established under the [redacted] rental rate schedule of this organization.

3. Secrecy. You will be required to keep forever secret this Supplement and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

4. Place of Assignment. This Supplement [redacted] ed upon an assignment [redacted] Any deviation there [redacted] require a new supplement or an amendment thereto.

UNITED STATES GOVERNMENT

BY: [redacted]

SECRET

CONTRACT INFORMATION AND CHECK LIST		CALL OFFICER	DIVISION
<small>INSTRUCTIONS: Use NE 10-51 and App. 10, 1000-1 for guidance. Complete all items, including those which items are not applicable. Forward original and two copies for preparation of contract.</small>		TELEPHONE EXTENSION Code 21-300	DATE 27 Oct. 64
SECTION I GENERAL			
1. NAME <input checked="" type="checkbox"/> PERSON <input type="checkbox"/> THRU	1A. PROJECT	3. ALLOTMENT NO. 52-0-0369	4. SLOT NO. 0261
	20. PERMANENT STATION	3A. FUNDS	
5. PREVIOUS CIA PSEUDONYM OR ALIASES	6. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, describe and include dates and salary.)		
	Staff Employee - Sect. 5 to Present - 08-14 to 08-16		
7. SECURITY CLEARANCE (Type and date) Staff Clearance	1A. MEDICAL CLEARANCE <input checked="" type="checkbox"/> OBTAINED <input type="checkbox"/> INITIATED <input type="checkbox"/> NOT REQ'D.	8. CONTRACT IS TO BE WRITTEN IN STERILE FORM U.S. GOVERNMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
47. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	10. PROPOSED CATEGORY (Contract agent, contract employee, etc.) Staff Agent		
SECTION II PERSONAL DATA			
11. CITIZENSHIP U.S.	12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	13. AGE 30	14. DATE OF BIRTH (Month, day, year) October 4, 1934
15. LEGAL RESIDENCE (City and state or country) Washington, D. C.		16. CURRENT RESIDENCE (City and state or country)	
17. MARITAL STATUS (Check as appropriate) <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> ANNULLED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED			
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE: Wife, 37 Daughters, 15, 13, & 9 Sons, 13 & 11		19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RELATIONSHIP	
SECTION III U.S. MILITARY STATUS			
20. RESERVE	21. VETERAN Yes	22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)	
23. BRANCH OF SERVICE Army	24. RANK OR GRADE 1st Lt.	25. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	26. DRAFT DEFERMENT OBTAINED BY CIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SECTION IV COMPENSATION			
27. BASIC SALARY \$20,245 GS-15 Step 3	28. POST DIFFERENTIAL 15%	29. COVER (Breakdown, if any) See below under #40	30. FEDERAL TAX WITHHOLDING
		COVER      CIA	
		<input checked="" type="checkbox"/> YES <input type="checkbox"/> YES	
		<input checked="" type="checkbox"/> NO <input type="checkbox"/> NO	
SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)			
31. QUARTERS	32. POST N. A.	33. OTHER N. A.	
34. COVER (Breakdown, if any) * Quarters handled locally			
SECTION VI TRAVEL			
35. TYPES <input checked="" type="checkbox"/> DOMESTIC OPERATIONAL <input type="checkbox"/> FOREIGN OPERATIONAL			36. WITH DEPENDENTS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
37. HOME TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	37A. MAIL TO BE SHIPPED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	38. PERSONAL VEHICLE TO BE SHIPPED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	39. COMPANY VEHICLE TO BE SHIPPED FOR OPERATIONAL TRAVEL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH: Same as 18 above For #29:			
41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES			
SECTION VII OPERATIONAL EXPENSES			
42. PURCHASE OF INFORMATION	43. ENTERTAINMENT	44. OTHER	
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES			



SECRET

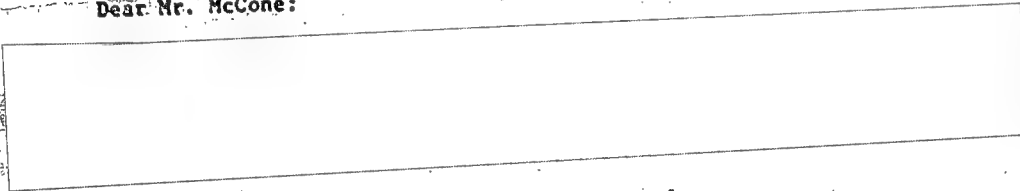
This document consists of 1 page,  
No. 1 of 3 copies, Series A.

DEPARTMENT OF STATE  
THE DIRECTOR OF INTELLIGENCE AND RESEARCH

Executive Registry
60-5841
CC: P J. 1105

AUG 21 1964

Dear Mr. McCone:



Sincerely,

*George Denney*  
George C. Denney Jr.  
Acting

Attachment:  
Telegram 586, copy 2.

Mr. John A. McCone  
Director,  
Central Intelligence Agency,  
Langley, Virginia

SECRET

17

INCOMING TELEGRAM *Department of State*

34-31

SECRET

Action

CONTROL: 13542  
RECD: AUGUST 17, 1964  
6:19 A.M.

INRD

FROM: [REDACTED]

Info

ACTION: SECSTATE 586

RMR

DATE: AUGUST 17, 2 P.M.

ROGER CHANNEL

002

PERSONAL FOR MCCONE [REDACTED]

WE WILL BE REPORTING IN ANOTHER FORM OUR ANALYSIS OF THE CASE [REDACTED] I JUST WANT TO TELL YOU, HOWEVER, THAT WE WOULD NOT RPT NOT HAVE BEEN ABLE TO GET THE RESULTS WE DID IF IT HAD NOT BEEN FOR [REDACTED] HE WAS ON THE JOB WITHIN MINUTES AFTER THE MEN WALKED IN, GOT HIS RUSSIAN SPEAKING PEOPLE WORKING QUICKLY, AND HELPED TO HANDLE THE WHOLE AFFAIR WITH EFFICIENCY AND DISPATCH. HIS EXPERIENCE [REDACTED] AND THE CONFIDENCE WHICH THE [REDACTED] AUTHORITIES SHOWED IN WORKING WITH HIM WERE A DECISIVE FACTOR IN THE DEFINITE CHANGE WHICH TOOK PLACE OVER THE WEEKEND IN THE [REDACTED] ATTITUDE ON HOW TO HANDLE CASES LIKE THIS.

HIS CONTRIBUTION HAS BEEN MAJOR AND THE RESULTS WILL BE LONG-LIVED. THIS IS ONLY ANOTHER EXAMPLE OF THE SERVICE [REDACTED] HAS PERFORMED HERE OVER THE YEARS. WE ARE SORRY TO SEE HIM LEAVE AND WILL MISS HIM VERY MUCH.

GP-1.

[REDACTED]

BA

SECRET

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SECRET

Supplement to Staff Employee Personnel

Action for Integration of

Effective 8 May 1959

The purpose of this memorandum is to call your attention to existing policies which are particularly material to you while you are integrated and to set forth certain rights and obligations which are incident to your status as an appointed employee. It is hereby agreed and understood that:

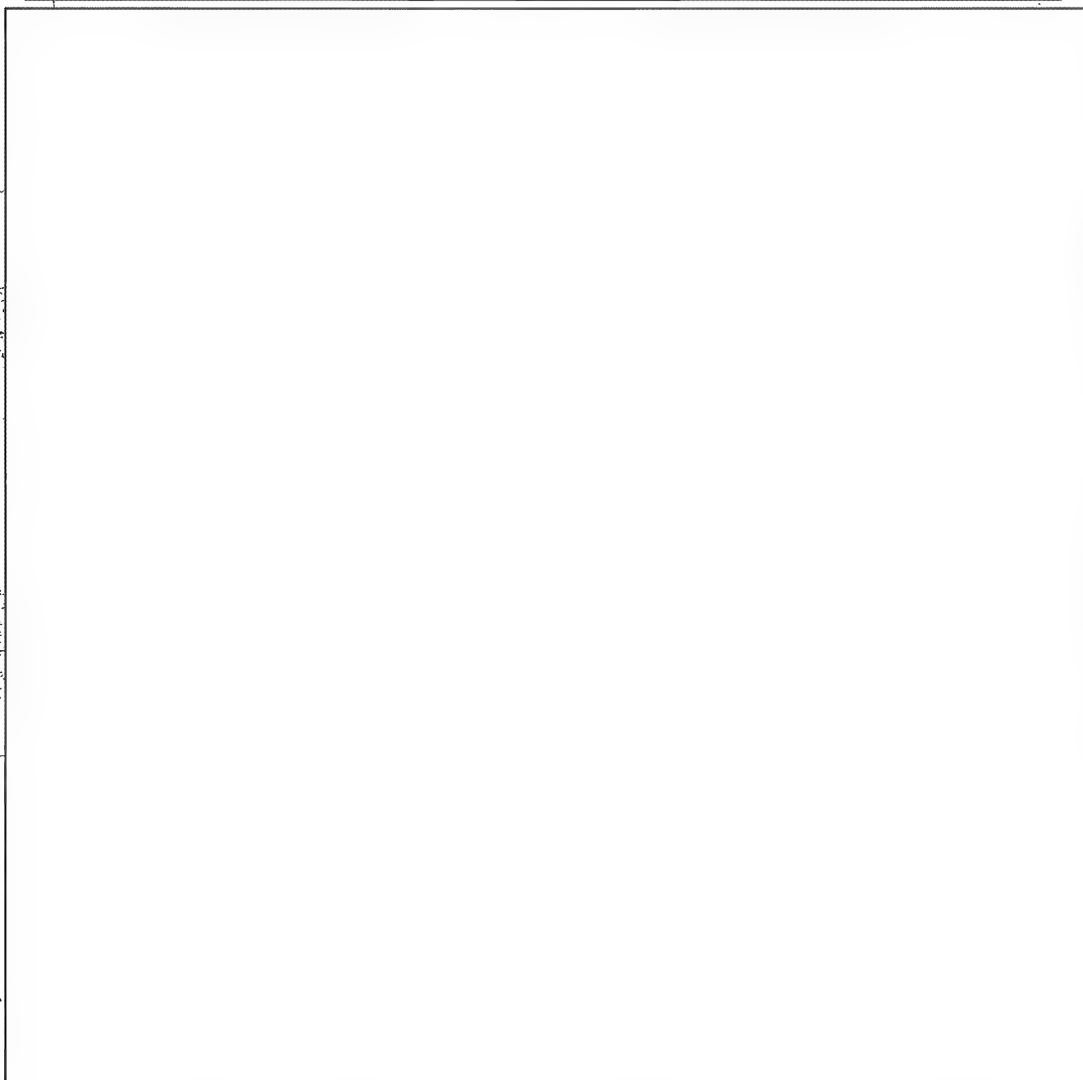
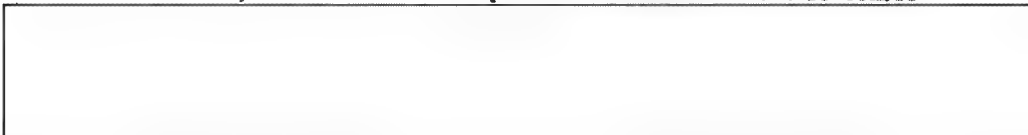
1. As an employee of this organization, at the present grade and salary of GS-15 \$12,770 per annum,

2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty of your cover organization. Currently, your prescribed tour consists of a period of 24 Months from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour of your cover facility. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty, you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

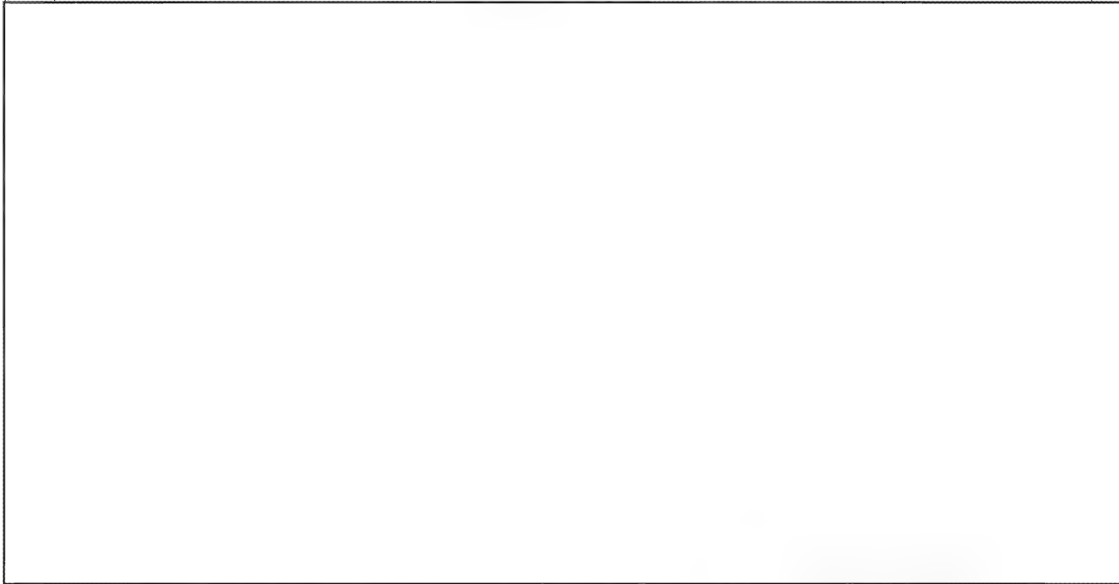


SECRET

3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consis-



SECRET



6. You will be required to keep forever secret this agreement and all other information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligation of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY

  
Personnel Office

ACCEPTED:

*Robert P. ...*

3

FORM 1535

SECRET

SECRET


13 OCT 1958

MEMORANDUM FOR: Chief, War East Division  
SUBJECT: Report of Gifts  
REFERENCE: Memo for D/Pers from C/PB dtd 25 Sept 58,  
Subject: Gifts to Agency Personnel

Referenced memorandum reports the receipt of gifts by several Agency employees from recent visitors. These gifts are determined to be of insignificant intrinsic value and may be retained by the recipients for whatever use they desire.

Gordon E. Sizant  
Director of Personnel

Distributions:

- 0 & 1 - Addressee
- 1 - EA O-10/P
- 1 - Recorder, MAB
- 1 - D/Pers
- 1 - D/Pers Subject File
- 1 - D/Pers Reader Chrono
- 1 - 

GD/Pers/Division (10 Oct 58)

SECRET

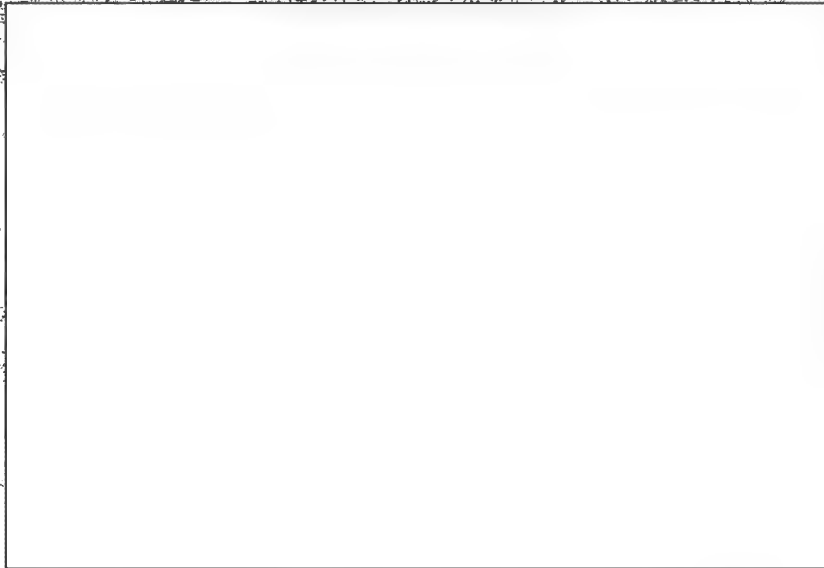
CONFIDENTIAL

4-2108

MEMORANDUM FOR: Director of Personnel  
VIA: Director of Security  
Attn: Chief, Policy Staff  
SUBJECT: Gifts to Agency Personnel  
REFERENCE: Field Regulation 20-644

The following Agency personnel received gifts as noted from  
three Cabinet Research Chamber visitors during their recent visit  
to Washington:

Approx. value



Signed Robert P. Fitzgerald  
ROBERT FITZGERALD  
Chief, Far East Division

CONFIDENTIAL

SECRET

31 OCT 1957

MEMORANDUM FOR: Chief, Far East Division

SUBJECT: Gifts from Foreign National

REFERENCE: Memo to D/Pers from C/FE dated 22 Oct 57, subject: Gifts to Agency Personnel (DD/P 3-738)



Under the provisions of Regulation 20-612, dated 10 October 1954, it is recommended that these gifts are of such insignificant intrinsic value that they may be retained and utilized to improve benefit conditions.

Cordis H. Stewart  
Director of Personnel

Distribution:

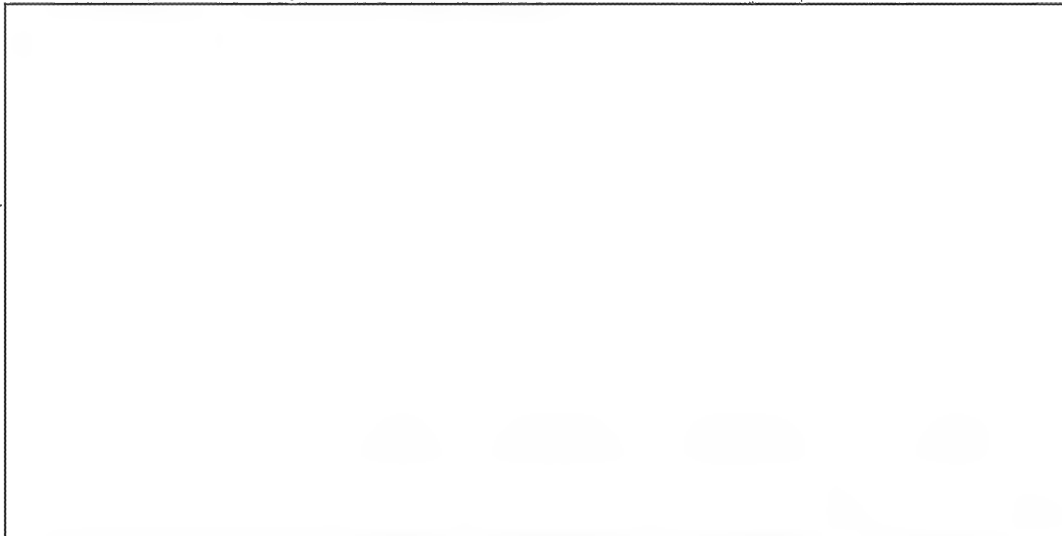
- 1 - D/Pers
  - 1 - D/Sec Affairs
  - 1 - D/Asst Affairs
  - 1 - Tech Individual's File Affairs
  - 1 - CP Files: Foreign Affairs and Decorations
  - 1 - D/Personnel Review Division
- cc/Pers/Asst (30 Oct 57)

SECRET

SECRET

7 2 1951

MEMORANDUM FOR: Director of Personnel  
VIA: Director of Security  
ATTN: Chief, Policy Staff  
SUBJECT: Gifts to Agency Personnel  
REFERENCE: Field Regulation 20-644



2. Additional gifts of small pictures were left by FOWI to be given to those people whom he did not meet but who worked behind the scenes to make his visit a pleasant one. No listing is believed necessary of these names or their recipients.

ALFRED G. DIMES, Jr.  
Chief, Far East Division

Distribution:

- 2 - Director of Personnel
- 1 - Director of Security

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE			
DO NOT COMPLETE		FOR HEADQUARTERS USE ONLY	
DO NOT COMPLETE	AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:		DATE (from item 2)
	[Signature]	DATE (from item 2) 9 Nov 1955	9 Nov 1955
DO NOT COMPLETE	NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:		DATE
	[Signature]	Chief, FE/1	19 Dec 1955
TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE	
[Blank]	GS-14	Chief, Liaison	
4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE		ETA - 18 Oct 56
DI	Japan Base		
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR			7. EXPECTED DATE OF DEPARTURE
None			1 June 1956
8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):			
<p>Formerly Deputy Chief of Mission; formerly Deputy Chief of Mission, KUTUNE and Chief, Mission Liaison; currently, Chief, Liaison, [Blank] Current assignment involves responsibility for all Base Liaison activities with all [Blank] agencies and Department of Defense agencies represented [Blank] Current assignment also involves case officer responsibilities for two KUTUNE operations and one developmental KUTUNE operation.</p>			
9. PREFERENCE FOR NEXT ASSIGNMENT:			
A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 8, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.			
B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):			
<ol style="list-style-type: none"> <li>Advanced CE course</li> <li>Operational Security course</li> </ol>			

22 Dec 55

SECRET

9. PREFERENCE FOR NEXT ASSIGNMENT (continued)

C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd and 3rd choice) IN THE BOXES BELOW:

1. RETURN TO MY CURRENT STATION       2. BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY

3. BE ASSIGNED TO ANOTHER FIELD STATION

WITH RESPECT TO A POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE YOUR 1ST, 2ND AND 3RD CHOICE FOR GEOGRAPHIC AREA OR SPECIFIC STATION:      See attachment:

1ST CHOICE: \_\_\_\_\_

2ND CHOICE: \_\_\_\_\_

3RD CHOICE: \_\_\_\_\_

---

10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS?      INDICATE NUMBER OF WORK DAYS \_\_\_\_\_

---

11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:

7 dependents:      Wife - 37      Daughter and son - 5  
                                  Daughter - 12      Son - 3  
                                  Daughter - 7      Daughter - 1

---

12. SIGNATURE: COMPLETE ITEM NO. 9-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM.

TO BE COMPLETED BY SUPERVISOR AT FIELD STATION

---

13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

TO BE COMPLETED BY APPROPRIATE SUPERVISOR AT HEADQUARTERS

---

14. SIGNATURE: COMPLETE ITEM NO. 9-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM.

15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE DIVISION TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:

Despite subject's lack of formal headquarters assignment, we feel for overriding operational reasons he should be returned to the field for another tour.

---

16. NAME OF SUPERV <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>	SIGNATURE: _____
TITLE:      Chief, FE/1	DATE: _____

---

17. REMARKS (additional comment):



ATTACHMENT TO FIELD REASSIGNMENT QUESTIONNAIRE:

Re Paragraph C - Preference for Next Assignment:

1. I would like to state that while a tour at Headquarters should be my preference I believe that for me to leave my current assignment at this time for even one year would not be in the best interests of either KUMARK or ODYOKO. Therefore, I request home leave, with approximately one month at Headquarters for requested training and refresher work and one month of leave, returning to current assignment for at least an additional two-year tour with the proviso that after the first year the situation be re-examined with the ultimate view of possibly at that point considering a two-year tour at Headquarters.

2. [REDACTED]

[REDACTED] I feel that I have been able to provide a certain degree of intelligence continuity which could be spoiled by a two-year break. Realizing that career-wise I should spend at least one tour at Headquarters in the future, I believe that, despite possible reflections against my career, that two year period should be delayed until

[REDACTED]

3. I believe that by experience, training and inclination I can better serve KUMARK in this country in the type of work in which I am now engaged than by any other assignment currently known to me.

S-E-C-R-E-T

Combined Personnel Action in lieu of SF-52.

Change of Service Designation from D to DI.

Effective date: 19 June 1955

GRADE

Office of DDP

[Redacted]

15

CI

[Redacted]

14  
13  
13  
13

EE

[Redacted]

13  
13

FE

[Redacted]

13  
13  
14

MEA

[Redacted]

15  
13

VE

[Redacted]

14  
13  
14  
13

FORWARDED  
June 6/15/55

[Redacted]

June 10 1955

S-E-C-R-E-T

CONFIDENTIAL

NARRATIVE EVALUATION REPORT

Name: [redacted]

GS-14

Period Covered: 1 June 1953 to 1 June 1954

Occasion for report: Annual X; reassignment of reporting officer \_\_\_\_\_; proposed reassignment of employee reported on \_\_\_\_\_; covering initial 90 days of employment \_\_\_\_\_.

Employee is to be rated upon following factors:

1. Knowledge of the job being performed.
2. Judgment in arriving at logical and workable solutions.
3. Dependability, not only in being on the job, but in accomplishment of assigned tasks within reasonable deadlines.
4. Stability under pressure and ability to adjust to changing conditions and circumstances.
5. Imagination, initiative, and originality.
6. Security consciousness.
7. Tact and diplomacy in dealing with others.

IN FAIRNESS TO EMPLOYEES, COMPLETED NARRATIVE EVALUATIONS  
SHOULD BE DISCUSSED WITH EMPLOYEE CONCERNED

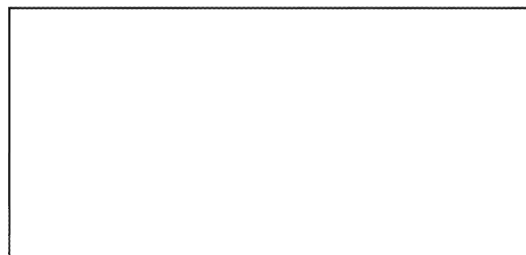
1. Employee is well qualified in substantive fields [redacted] This knowledge serves him exceedingly well in the performance of assigned duties. What knowledge he lacks concerning KUBARK policies or procedures is fast being supplied by practical field experience.
2. His judgment at arriving at logical solutions is good under normal conditions, and he generally comes up with solutions which are workable and realistic.
3. He is completely dependable and is particularly sensitive to deadlines, which he makes almost a fetish of meeting. In every sense of the word, he is a man of action in terms of treating with the recurring problems of the station.
4. Employee is somewhat excitable and emotional and, thus, at times of unusual pressure, he may require a steadying hand. This is not a serious fault and is one concerning which the employee is aware. He adjusts well to changing conditions and situations.
5. His imagination, initiative, and originality have shown time and again in his dealings with Army personalities [redacted] with whom he has maintained excellent relations on behalf of this station.

CONFIDENTIAL RYB-1

6. Security consciousness is excellent.
7. Tact and diplomacy in dealing with others is superior.

NOTE: See attached sheet for additional comments by Reviewing Officer

Date: 17 June 1954



(If Reviewing Officer or Chief of Station does not concur with this report, exceptions will be stated in space provided below)

CONFIDENTIAL

1. While the Reviewing Officer concurs generally with statements made in this report, it is felt that the over-all impression does not give Subject as much credit as he deserves. In the opinion of the Reviewing Officer, Subject's faults are somewhat over-emphasized. Subject's qualities as exhibited during past months have proven to be outstanding, particularly in his excellent judgment in arriving at logical and workable solutions and in his stability under operational exigencies in which Subject has performed exceedingly well under heavy pressures of both time and responsibility.
2. Working in an area where, in the past, there had been an unfortunate number of misunderstandings between KUFEB and KJOCAN components, and where there have been the usual difficult personality conflicts, Subject has exhibited not only superior tact and diplomacy, but has also been able to smooth out many difficulties, and modify aggressively offensive actions. He has supplied a needed cooperative spirit and sense of humor to prevent, in many cases, serious antagonisms and unnecessary vituperation so detrimental to a smooth working organization. Subject's contribution to bringing about a friendly, cooperative relationship within the mission and with outside agencies including U.S. military organizations cannot be praised too highly.

VIA: Air  
SPECIFY AIR OR SEA POUCH

DISPATCH NO. 1279

**SECRET**  
Security Information  
CLASSIFICATION

TO : Chief, FE  
Through:   
FROM :

DATE: 17 Aug 1953

SUBJECT: GENERAL Administrative - Personnel  
SPECIFIC:  Commendation of

1. The purpose of this dispatch is to make a  his excellence of performance of duties demonstrated by  over the period of his first ten months of assignment to
2. During that time  has shown himself to be a valuable addition to KUBARK as a whole and a great asset to this particular station. As  Chief of Staff, he has performed innumerable tasks in the operational, intelligence and support fields with effectiveness and dispatch. His aggressiveness, imagination and initiative in spite of recurring frustration have been an inspiration to all members of . His diligence and selflessness have set an example throughout the ranks. From the first day of his arrival  has dedicated his every effort to improving the efficiency and broadening the capability of the station.
3.  should be especially commended for his unceasing efforts in connection with the provision of new office space for this organization. Working tactfully but aggressively through the Army hierarchy  he was able to accomplish many concessions of direct benefit to  which would have been most difficult to obtain through official channels.
4. Special mention should also be made of the excellent progress  has made in the fostering of truly cooperative  relationships  Capt-  and a large range of friends and former associates and combining a large portion of common sense and patience,  may be credited with the development of highly profitable  relations with military organizations in the area.
5.  has shown no task to be too large or too small to deserve his range of energy and talent. He has been a vital factor in the accomplishments of  to date.

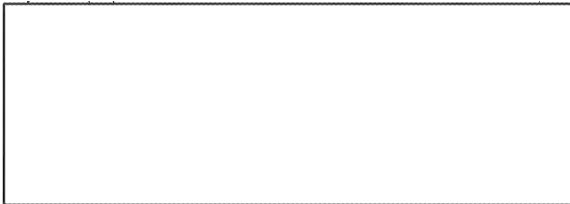
15 August 1953

Distribution:  
3 - Headquarters  
1 -

**SECRET**  
Security Information  
CLASSIFICATION

CERTIFICATE OF ATTENDANCE

I certify that on 001 10/15/52 I have attended  
the Agency Indoctrination Course specified by Regulation  
25-1.



## APPOINTMENT AFFIDAVITS

**IMPORTANT.**—Before swearing to these appointment affidavits, you should read and understand the attached information for appointees

I,  (Name) (Place of employment)  
do solemnly swear (or affirm) that—

### A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, **SO HELP ME GOD.**

### B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

### E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

*22 September 1952*  
(Date of entrance on duty)

Subscribed and sworn before me this *22<sup>nd</sup>* day of *September*, A. D. 19*52*

*Robert M. ...*  
(Title)

**NOTE.**—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.



## DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1.		
2.		
3.		
4.		TELEPHONE NO. 55303

4. DURING THE PAST 24 MONTHS?  YES  NO  
 If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATION- SHIP	MAR- RIED (Check one)	SINGLE
		1. _____ 2. _____			
		1. _____ 2. _____			
		1. _____ 2. _____			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X		
6. ARE YOU AN OFFICER OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? <i>If your answer is "Yes", give details in Item 10.</i>		X	
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? <i>If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay; and under what retirement act; and rating, if retired from military or naval service.</i>		X	
8. SINCE YOU FILED APPLICATION RELATING TO THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FINED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY EMPLOYER? <i>If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.</i>		X	
9. HAVE YOU EVER BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED 50 OR LESS, OR SUSPENDED COLLATERAL OF 50 OR LESS) SINCE YOU FILED APPLICATION RELATING TO THIS APPOINTMENT? <i>If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any; or other disposition of the case. If appointed, your fingerprints will be taken.</i>		X	

### INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that the appointment would be in accordance with the Civil Service Act, applying Civil Service Rules and Regulations and Acts of Congress pertaining to appointments.

This form should be checked for holding of office, penalties, suitability in connection with any record of recent discharge or arrest, and particularly for the following:

(1) *Honesty of appointee.*—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and the other pertinent papers. If the appointee qualifies as a citizen or native, the signature on this form should be compared with the signature on the declaration sheet, which was signed in the representative name. The physical appearance may be checked against the medical certificate. The appointee may also be questioned as to his personal history for agreement with his previous statements.

(2) *Age.*—If definite age limits have been established for the position, it should be determined that appointee is not outside the age range for appointment. If no such determination is made, the appointment may not be consummated.

(3) *Citizenship.*—The appointing officer is responsible for obtaining the citizenship papers of (1) the Civil Service Rules and (2) applicable Acts. Such a certificate is an affidavit for both purposes and is acceptable proof of citizenship in the absence of conflicting evidence. In doubtful cases the appointing officer should be consulted and approval has been secured from the appointing officer of the Civil Service Commission.

(4) *Members of Family.*—Section 3 of the Civil Service Act provides that whenever there are already two or more members of a family serving under permanent or permanent appointment in the competitive service, no other member of such family is eligible for provisional or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this restriction. The members of family previously appointed are not subject to this restriction. Detailed instructions are referred to the appropriate rules of the Civil Service Commission for reference.

Date 23 SEPTEMBER 1952

Name \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dear \_\_\_\_\_

1. This is to notify you that your employment has been accepted effective

28 SEPTEMBER 1952

Position: I. O. GS-14

Base Salary: \$9600.00

2. You will be:

a. Entitled to annual and sick leave (only in accordance with existing rules and regulations.)

b. Reimbursed for travel expenses in accordance with this Agency's regulations or Standardized Government Travel Regulations, as amended.

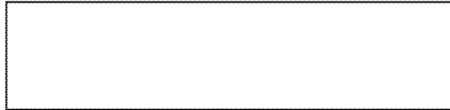
c. If stationed outside the Headquarters Area, granted such monetary allowances as are prescribed by regulations of this Agency.

3. As a condition of your employment by this Agency, you are subject to assignment to tours of duty at posts outside the Headquarters Area. Each time you are so assigned, unless otherwise specified in advance by this Agency, you will be required to remain at the post to which assigned for a period of 24 months from the date of arrival thereat, unless sooner transferred, reassigned or separated for reasons beyond your control. If you wish to return to the Headquarters Area for personal reasons during that period, all travel and transportation costs incident to such return will be borne by you, with no expense to the Government.

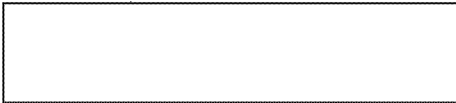
h. If this employment is for assignment to a post outside the Headquarters Area, it is understood and agreed that, unless earlier separated for reasons beyond your control, you will remain in Government service for 12 months after your arrival at your first post outside the Headquarters Area, and if you violate this agreement, any money expended by the United States on account of your travel and the transportation of your immediate family and household goods will be considered a debt due to the United States.

5. Employment is conditioned upon satisfactory completion of the training courses prescribed by this Agency and satisfactory performance of duty for a total period of six months from date of employment. In the event either training or performance of duty is deemed unsatisfactory by this Agency, you will be offered other types of employment if available, or your employment will be terminated.

6. Your appointment is for such time as your services may be required and funds are available for the work of this Agency. Notice of termination will be given you by procedure similar to that provided by existing rules and regulations.



I accept the above agreement as a condition of my employment by this Agency.



23 September 1952  
Date *igt*

SECRET  
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT		
I REQUEST FOR PHYSICAL EXAMINATION BY		
1. NAME (Last, First, Middle)	2. DATE	
[Redacted]	20 November 1957	
3. TO: [Redacted]	4. GRADE	
	US-11	
5. TYPE OF POSITION	6. EVALUATE FOR	
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	<input type="checkbox"/> FS <input type="checkbox"/> EOD <input type="checkbox"/> Overseas <input type="checkbox"/> Returnee	
	<input type="checkbox"/> Pre-employment <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)	
II REPORT OF MEDICAL EVALUATION		
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified
Remarks:		
<p style="text-align: center;"><b>EXEMPT FOR DEPARTMENT DUTY - 1957</b></p>		
[Redacted]		
MEDICAL OFFICER		

SECRET

SECRET  
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT		
I REQUEST FOR PHYSICAL EXAMINATION BY		
1. NAME	2. DATE	
[Redacted]	7 Sept. 1956	
3. TO: [Redacted]	4. GRADE	
	GS-11	
5. TYPE OF POSITION	6. EVALUATE FOR	
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	<input type="checkbox"/> FS <input type="checkbox"/> EOD <input type="checkbox"/> Overseas <input checked="" type="checkbox"/> Returnee	
	<input type="checkbox"/> Pre-employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)	
II REPORT OF MEDICAL EVALUATION		
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified
Remarks:		
<p>Subject is qualified for Departmental Duties. (9/13/56)          to be re-evaluated upon request.</p>		
[Redacted]		
MEDICAL OFFICER		

SECRET

REPORT OF PHYSICAL QUALIFICATIONS		
NAME	#1	DATE 1/5/53
FOR VOUCHERED EMPLOYEE ONLY		
NATURE OF ACTION	TITLE OF POSITION	
GRADE	DEPT.	FIELD
SUBJECT FOUND <input type="checkbox"/> FIT <input type="checkbox"/> UNFIT FOR DUTY IN THE ABOVE GRADE AND POSITION.		
FOR UNVOUCHERED EMPLOYEE ONLY		
SUBJECT QUALIFIED FOR:		
<input type="checkbox"/> FULL DUTY OVERSEAS <input checked="" type="checkbox"/> LIMITED DUTY OVERSEAS <input type="checkbox"/> DUTY IN USA ONLY		
PROFILE SERIAL (MILITARY ONLY) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
DEFECTS NOTED AND/OR RECOMMENDATIONS:		
NON-ARDUOUS O/S DUTIES.		
		PHYSICAL REQUIREMENTS OFFICER

FORM NO. 37-92 REPLACES PREVIOUS EDITIONS OF FORMS 37-38 AND 37-37, WHICH MAY BE USED.

(20)

REPORT OF PHYSICAL QUALIFICATIONS		
NAME	Ret.	DATE <del>XXXXXX</del> 12/24/52
FOR VOUCHERED EMPLOYEE ONLY		
NATURE OF ACTION	TITLE OF POSITION	
GRADE	DEPT.	FIELD
SUBJECT FOUND <input type="checkbox"/> FIT <input type="checkbox"/> UNFIT FOR DUTY IN THE ABOVE GRADE AND POSITION.		
FOR UNVOUCHERED EMPLOYEE ONLY		
SUBJECT QUALIFIED FOR:		
<input type="checkbox"/> FULL DUTY OVERSEAS <input type="checkbox"/> LIMITED DUTY OVERSEAS <input type="checkbox"/> DUTY IN USA ONLY		
PROFILE SERIAL (MILITARY ONLY) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
DEFECTS NOTED AND/OR RECOMMENDATIONS:		
Returnee examination O.K.		
		PHYSICAL REQUIREMENTS OFFICER

FORM NO. 37-92 REPLACES PREVIOUS EDITIONS OF FORMS 37-38 AND 37-37, WHICH MAY BE USED.

(20)

SECRET  
(When Filled In)

086

QUALIFICATIONS UPDATE

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I BIOGRAPHIC AND POSITION DATA

EMP		SD	GRADE
		D	GS-17

SECTION II EDUCATION

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO
---------------------------	--------------------------------	--------------------------	--

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM-TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QUA. HRS. (Specify)
	MAJOR	MINOR				
1.						
2.						

IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

SECTION III MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:

2. NAME OF SPOUSE (Last) (First) (Middle) ( maiden)

3. DATE OF BIRTH 4. PLACE OF BIRTH (City, State, Country)

5. OCCUPATION 6. PRESENT EMPLOYER

7. CITIZENSHIP 8. FORMER CITIZENSHIP(S) COUNTRY(IES) 9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				

SECRET

(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY - CHECK (X)			
				RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
		APR 10 - 3-24-72					

**SECTION VI TYPING AND STENOGRAPHIC SKILLS**

1. TYPING (PPM) 2. SHORTHAND (PPM) 3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM  
 Gregg  Speedwriting  Stenotype  Other Specify:

**SECTION VII SPECIAL QUALIFICATIONS**

PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.

**SECTION VIII MILITARY SERVICE CURRENT DRAFT STATUS**

1. HAD YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?  YES  NO 2. NEW CLASSIFICATION

3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS 4. IF DEFERRED, GIVE REASON

**MILITARY RESERVE, NATIONAL GUARD STATUS**

CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG  ARMY  MARINE CORPS  COAST GUARD  NATIONAL GUARD  
 NAVY  AIR FORCE  AIR NATIONAL GUARD

1. CURRENT RANK, GRADE OR RATE 2. DATE OF APPOINTMENT IN CURRENT RANK 3. EXPIRATION DATE OF CURRENT OBLIGATION

4. CHECK CURRENT RESERVE CATEGORY  READY RESERVE  STANDBY (Active)  STANDBY (Inactive)  RETIRED  DISCHARGED

5. MILITARY MOBILIZATION ASSIGNMENT 6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED

**MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)**

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	DATE COMPLETED	RESIDENT	AGENCY SPONSORED

**SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS**

NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP	
		FROM	TO

**SECTION X REMARKS**

DATE: 7 APR 1972 SIGNATURE OF EMPLOYEE: [Redacted]

SECRET

**SECRET**  
(When Filled In)

**QUALIFICATIONS UPDATE**

**READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING, TYPE OR PRINT, AVOID USING LIGHT COLORED INKS**

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**SECTION I BIOGRAPHIC AND POSITION DATA**

EMP  SO  
D

**SECTION II EDUCATION**

**HIGH SCHOOL**

LAST HIGH SCHOOL ATTENDED:  ADDRESS (City, State, Country)  YEARS ATTENDED (From-To)  GRADUATE  YES  NO

**COLLEGE OR UNIVERSITY STUDY**

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM-TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QUI. HRS. (Specify)
	MAJOR	MINOR				
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

**TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS**

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE**

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**SECTION III MARITAL STATUS**

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:

2. NAME OF SPOUSE (Last)  (First)  (Middle)  ( maiden)

3. DATE OF BIRTH  4. PLACE OF BIRTH (City, State, Country)

5. OCCUPATION  6. PRESENT EMPLOYER

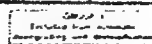
7. CITIZENSHIP  8. FORMER CITIZENSHIP(S) COUNTRY(IES)  9. DATE U.S. CITIZENSHIP ACQUIRED

**SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE**

	NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FORM 444n USE PREVIOUS EDITIONS  
10-66

**SECRET**



(4-81)

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SECRET

(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED (CHECK IN)			
				RESIDENCE	TRAVEL	STUDY	OTHER ASSIGNMENT
		MAR 22	3-43-104 '71				
SECTION VI TYPING AND STENOGRAPHIC SKILLS							
1. TYPING (RPM) 2. SHORTHAND (RPM) 3. INDICATE SHORTHAND SYSTEM USED--CHECK IN APPROPRIATE ITEM.							
<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER SPECIFY:							
SECTION VII SPECIAL QUALIFICATIONS							
PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.							
SECTION VIII MILITARY SERVICE							
CURRENT DRAFT STATUS							
1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?				2. NEW CLASSIFICATION			
<input type="checkbox"/> YES <input type="checkbox"/> NO							
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS				4. IF DEFERRED, GIVE REASON			
MILITARY RESERVE, NATIONAL GUARD STATUS							
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG				<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AIR NATIONAL GUARD			
1. CURRENT RANK, GRADE OR RATE		2. DATE OF APPOINTMENT IN CURRENT RANK		3. EXPIRATION DATE OF CURRENT OBLIGATION			
4. CHECK CURRENT RESERVE CATEGORY <input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (Active) <input type="checkbox"/> STANDBY (Inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED							
5. MILITARY MOBILIZATION ASSIGNMENT				6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED			
MILITARY SCHOOLS COMPLETED (Expanded Active, Reserve Duty, or as Civilian)							
NAME AND ADDRESS OF SCHOOL			STUDY OR SPECIALIZATION		DATE COMPLETED	PRESIDENT	AGENCY SPONSORED
SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS							
NAME AND CHAPTER		ADDRESS (Number, Street, City, State, Country)				DATE OF MEMBERSHIP	
						FROM    TO	
1.							
2.							
3.							
SECTION X REMARKS							
DATE		SIGNATURE OF EMPLOYEE					
17 MAR 1971							

SECRET

**SECRET**  
(When Filled In)

**QUALIFICATIONS UPDATE**

**READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING, TYPE OR PRINT, AVOID USING LIGHT COLORED INKS**

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<b>SECTION I</b>		<b>BIOGRAPHIC AND POSITION DATA</b>	
EM		DATE OF BIRTH	SD <b>D</b>

<b>SECTION II</b>			
<b>HIGH SCHOOL</b>			
LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO

<b>COLLEGE OR UNIVERSITY STUDY</b>						
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM-TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/ QTR. HRS. (Specify)
	MAJOR	MINOR				
1.						
2.						
IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.						

<b>TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS</b>				
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
<b>OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE</b>				
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				

<b>SECTION III</b>				
<b>MARITAL STATUS</b>				
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:				
2. NAME OF SPOUSE (Last) (First) (middle) (Maiden)				
3. DATE OF BIRTH	4. PLACE OF BIRTH (City, State, Country)			
5. OCCUPATION	6. PRESENT EMPLOYER			
7. CITIZENSHIP	8. FORMER CITIZENSHIP(S) COUNTRY(IES)		9. DATE U.S. CITIZENSHIP ACQUIRED	

<b>SECTION IV</b>					
<b>DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE</b>					
	NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1.	<input type="checkbox"/> ADD <input type="checkbox"/> DELETE				
2.	<input type="checkbox"/> ADD <input type="checkbox"/> DELETE				

SECRET

(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY (CHECK ALL)			
				RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
1.			APR 24	2	15	PH '70	
2.							

SECTION VI TYPING AND STENOGRAPHIC SKILLS MAN ROOM

1. TYPING (WPM) \_\_\_\_\_ 2. SHORTHAND (WPM) \_\_\_\_\_ 3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM

GREGG  SPEEDWRITING  STENOTYPE  OTHER SPECIFY: \_\_\_\_\_

SECTION VII SPECIAL QUALIFICATIONS

PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.

SECTION VIII MILITARY SERVICE

CURRENT DRAFT STATUS

1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?  YES  NO 2. NEW CLASSIFICATION \_\_\_\_\_

3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS \_\_\_\_\_ 4. IF DEFERRED, GIVE REASON \_\_\_\_\_

MILITARY RESERVE, NATIONAL GUARD STATUS

CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG

ARMY  MARINE CORPS  COAST GUARD  NATIONAL GUARD  
 NAVY  AIR FORCE  AIR NATIONAL GUARD

1. CURRENT RANK, GRADE OR RATE \_\_\_\_\_ 2. DATE OF APPOINTMENT IN CURRENT RANK \_\_\_\_\_ 3. EXPIRATION DATE OF CURRENT OBLIGATION \_\_\_\_\_

4. CHECK CURRENT RESERVE CATEGORY  READY RESERVE  STANDBY (active)  STANDBY (inactive)  RETIRED  DISCHARGED

5. MILITARY MOBILIZATION ASSIGNMENT \_\_\_\_\_ 6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED \_\_\_\_\_

MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	DATE COMPLETED	RESIDENT	AGENCY SPONSORED

SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP	
		FROM	TO
1.			
2.			
3.			

SECTION X REMARKS

DATE: 4/23/70 SIGN: \_\_\_\_\_

SECRET



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LLC

QUALIFICATIONS UPDATE

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I BIOGRAPHIC AND POSITION DATA

Blank box for biographic and position data.

SECTION II EDUCATION HIGH SCHOOL

Form for high school education: LAST HIGH SCHOOL ATTENDED, ADDRESS (City, State, Country), YEARS ATTENDED (From-To), GRADUATE (YES/NO).

COLLEGE OR UNIVERSITY STUDY

Table with columns: NAME AND LOCATION OF COLLEGE OR UNIVERSITY, SUBJECT (MAJOR, MINOR), YEARS ATTENDED (FROM-TO), DEGREE RECEIVED, YEAR RECEIVED, NO. SEM/STR. HRS. (Specify).

IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

TRADE, COMMERCIAL, AND SPECIALIZED SCHOOLS

Table with columns: NAME AND ADDRESS OF SCHOOL, STUDY OR SPECIALIZATION, FROM, TO, NO. OF MONTHS.

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

Table with columns: NAME AND ADDRESS OF SCHOOL, STUDY OR SPECIALIZATION, FROM, TO, NO. OF MONTHS.

SECTION III MARITAL STATUS

Form for marital status: 1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY; 2. NAME OF SPOUSE (Last, First, Middle, Maiden); 3. DATE OF BIRTH; 4. PLACE OF BIRTH (City, State, Country); 5. OCCUPATION; 6. PRESENT EMPLOYER; 7. CITIZENSHIP; 8. FORMER CITIZENSHIP(S) COUNTRY(IES); 9. DATE U.S. CITIZENSHIP ACQUIRED.

SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

Table for dependents with columns: NAME, CITIZENSHIP, PERMANENT ADDRESS. Includes checkboxes for ADD/DELETE and handwritten entry 'USA'.

**SECRET**  
(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	OFFICE OF PERSONNEL		COURSE ACQUIRED BY - CHECK ONE		
			DATE & PLACE OF STUDY	RESIDENCE	TRAVEL	STUDY	POST GRADUATE
			APR 22	9 12 AM '68			
SECTION VI TYPING AND STENOGRAPHIC SKILLS							
1. TYPING (PPM)	2. SHORTHAND (NPM)	3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM					
		<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER SPECIFY:					
SECTION VII SPECIAL QUALIFICATIONS							
PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.							
SECTION VIII MILITARY SERVICE							
CURRENT DRAFT STATUS							
1. HAS YOUR DEFECTIVE SERVICE CLASSIFICATION CHANGED?				2. NEW CLASSIFICATION			
<input type="checkbox"/> YES <input type="checkbox"/> NO							
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS				4. IS DEFERRED, GIVE REASON			
MILITARY RESERVE, NATIONAL GUARD STATUS							
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG		<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD		<input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AIR NATIONAL GUARD			
1. CURRENT RANK, GRADE OR RATE	2. DATE OF APPOINTMENT IN CURRENT RANK	3. EXPIRATION DATE OF CURRENT OBLIGATION					
4. CHECK CURRENT RESERVE CATEGORY				5. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED			
<input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (ACTIVE) <input type="checkbox"/> STANDBY (INACTIVE) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED							
6. MILITARY MODULIZATION ASSIGNMENT							
MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)							
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		DATE COMPLETED			
SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS							
NAME AND CHAPTER		ADDRESS (Number, Street, City, State, Country)				DATE OF MEMBERSHIP	
						FROM    TO	
SECTION X REMARKS							
DATE		SIGNATURE					
4/18/68		[Redacted Signature]					

**SECRET**

SECRET

Official Use Only (When Filled In)

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING TYPE OR PRINT. AVOID USING LIGHT COLORED INKS

SECTION I GEOGRAPHIC AND POSITION DATA

1. SCHEDULE/GRADE/STEP: GS-10-04

2. OFFICE OF ASSIGNMENT: OPPD

3. LOCATION OF ASSIGNMENT: WASH., D.C.

4. POSITION TITLE: IC PROGRAM EVAL

SECTION II AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
[Redacted]	PCS 56	52/09/01	58/06/01
	PCS IRR	64/08/26	66/06/12
	PCS 59	59/06/15	61/05/26
	PCS 56	56/06/15	59/06/18

OVERSEAS DATA  
 COPIED  
 DATE: 31 MAY 67  
 INITIALS: [Signature]

SECTION III EDUCATION

DEGREE	MAJOR FIELD	SCHOOL	YEAR
BACH. HIST	POLITICAL SCIENCE (GOVERNMENT), GENERAL INTERNATIONAL RELATIONS, GENERAL	CALIF UNIV Berkeley GEORGE WASHINGTON UNIV DC	48 48

SECRET

UNCLASSIFIED

FORM 107 (Rev. 1-67)





SECRET

(When Filled In)

<b>SECTION 4</b>		<b>MARITAL STATUS</b>	
1. PRESENT STATUS (Single Married Widowed Separated Divorced Annulled Remarried SPECIFY)			
2. NAME OF SPOUSE (Last First Middle Maiden)			
3. DATE OF BIRTH	4. PLACE OF BIRTH (City, State, Country)		
5. OCCUPATION	6. PRESENT EMPLOYER		
7. CITIZENSHIP	8. FORMER CITIZENSHIPS, COUNTRIES	9. DATE U.S. CITIZENSHIP ACQUIRED	

<b>SECTION 5</b>								
<b>DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE</b>								
NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP					
[REDACTED]								

<b>SECTION 6</b>			<b>PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS</b>	
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP		
		FROM	TO	
DATE	[REDACTED]			
3/22/67				

SECRET

# FEDERAL AND MILITARY SERVICE

aining creditable service for *leave purposes* and retention credits complete Part I and the Personnel Office should complete Parts II

IF PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

2. DATE OF BIRTH  
1 October 1915

9. RETENTION GROUP

10. CSC STATUS (For permanent employees only)  
 YES  NO

11. SERVICE

NAME AND LOCATION OF AGENCY	FROM—			TO—			TYPE OF APPOINTMENT IF ANGAN
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
							Excepted Appointment
CIA	1962	9	28				SCD 8-6-42 you had 9-19-57 R

4. LIST PERIODS OF SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO MILITARY SERVICE, WRITE "NONE."

BRANCH	FROM—			TO—			DISCHARGE (Hon. or dishon.?)
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
U. S. Navy	1928	8	6	1946	6	25	Inactive status

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR?  YES  NO

TYPE OF PERIOD (LWOP, Furl, Susp, AWOL, Mer Mat)	FROM—			TO—			TOTAL		
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS?  YES  NO

7. ARE YOU:  
 A. THE WIFE OF A DISABLED VETERAN?  YES  NO  
 B. THE MOTHER OF A DECEASED OR DISABLED VETERAN?  YES  NO  
 C. THE UNREMARKED WIDOW OF A VETERAN?  YES  NO

8. TO BE CALLED BEFORE A NOTARY PUBLIC OR OTHER PERSON AUTHORIZED TO ADMINISTER OATHS.  
 I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ (MONTH) \_\_\_\_\_ (YEAR) \_\_\_\_\_ (STATE)

BE A T.

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

(OVER)

SECRET

(When Filled In)

PERIODIC SUPPLEMENT  
PERSONAL HISTORY STATEMENT

THIS DATE

SEP

INSTRUCTIONS

This form provides the means whereby your official personnel records will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through VI in their entirety. You need complete Sections VII through VIII only if there has been a change since you entered on duty with the organization or if you believe the data requires more complete coverage than you have previously reported.

GENERAL

SECTION I

[Empty form area for Section I]

SECRET

(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From and To) BY MONTH AND YEAR

22. BRANCH OF SERVICE *N.A.*

23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED *N.A.*

24. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

25. FULL NAME (Last-First-Middle)

26. RELATIONSHIP

27. AGE

28. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

29. CITIZENSHIP (Country)

30. FREQUENCY OF CONTACT

31. DATE OF LAST CONTACT

32. FULL NAME (Last-First-Middle)

33. RELATIONSHIP

34. AGE

35. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

36. CITIZENSHIP (Country)

37. FREQUENCY OF CONTACT

38. DATE OF LAST CONTACT

39. FULL NAME (Last-First-Middle)

40. RELATIONSHIP

41. AGE

42. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

43. CITIZENSHIP (Country)

44. FREQUENCY OF CONTACT

45. DATE OF LAST CONTACT

46. FULL NAME (Last-First-Middle)

47. RELATIONSHIP

48. AGE

49. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

50. CITIZENSHIP (Country)

51. FREQUENCY OF CONTACT

52. DATE OF LAST CONTACT

53. SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?  YES  NO

2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS?  YES  NO IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.

3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE?  YES  NO

4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.

5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS.  
*Very limited dividends from mutual fund investment.*

SECTION V CONTINUED TO PAGE 3

SECRET

SECRET

(When Filled In)

SECTION V CONTINUED FROM PAGE 2

6. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

INSTITUTION	ADDRESS (City, State, Country)
	CON. AVE, D.C., USA

7. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? YES  NO

8. IF YOU HAVE ANSWERED "YES" TO QUESTION 7 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)

**SECTION VI. CITIZENSHIP**

1. COUNTRY OF CURRENT CITIZENSHIP: U.S.A.

2. CITIZENSHIP ACQUIRED BY: CHECK (X) ONE:  
 BIRTH  MARRIAGE  OTHER (Specify):

3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP?  YES  NO

4. GIVE PARTICULARS

5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (Pass papers, etc.)

**SECTION VII. EDUCATION**

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED:

LESS THAN HIGH SCHOOL GRADUATE	OVER 120 YEARS OF COLLEGE - NO DEGREE
HIGH SCHOOL GRADUATE	BACHELOR'S DEGREE
TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	GRADUATE STUDY LEADING TO HIGHER DEGREE
100 YEARS COLLEGE OR LESS	<input checked="" type="checkbox"/> MASTER'S DEGREE <input type="checkbox"/> DOCTORAL DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT	DATES ATTENDED	DEGREE	SEM/QUARTER HRS. COMPLETED (Specify)

**3. COMMERCIAL AND SPECIALIZED SCHOOLS**

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	

**4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)**

	DATES ATTENDED		TOTAL HOURS
	FROM	TO	
	June 1942	June 1943	54

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

SECRET



**SECRET**  
(When Filled In)

**SECTION X CONTINUED FROM PAGE 4**

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest subjects, novels, short stories, etc.)
8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED
9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES TO WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED. *Chair of Calif. drug w/ honors, 30 w at 6w, 8/1957 ad to a Pol. Sci. Honor Society, name forgotten.*

**SECTION XI ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE**

1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	6. DESCRIPTION OF DUTIES
<i>EOD to Nov '54</i>	<i>14</i>	<i>DDP/FE/1</i>	<i>?</i>	<i>Deputy Chief,</i>	
<i>MAR '54 June '56</i>	<i>14</i>	<i>DDP/FE/1</i>			
<i>Sept '56 Sept '57</i>	<i>14</i>	<i>DDP/FE/1</i>	<i>28</i>	<i>Various but mainly CFE/1</i>	
<i>SEPT '57 -</i>	<i>14</i>	<i>DDP/FE</i>	<i>12</i>	<i>C/FE/FE</i>	

*(Use additional pages if required)*

**SECRET**

SECRET

(When Filled In)

<b>SECTION III</b>		<b>CHILDREN AND OTHER DEPENDENTS</b>	
1. NUMBER OF CHILDREN (including stepchildren and adopted children) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.	6	2. NUMBER OF OTHER DEPENDENTS (including spouse, parents, stepchildren, sister, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.	1
3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS			

NAME	RELATIONSHIP	YEAR OF BIRTH	SEX	CITIZENSHIP	ADDRESS

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS:

DATE COMPLETED 10/4/57	SIGNATURE OF SUPPLIANT
---------------------------	------------------------

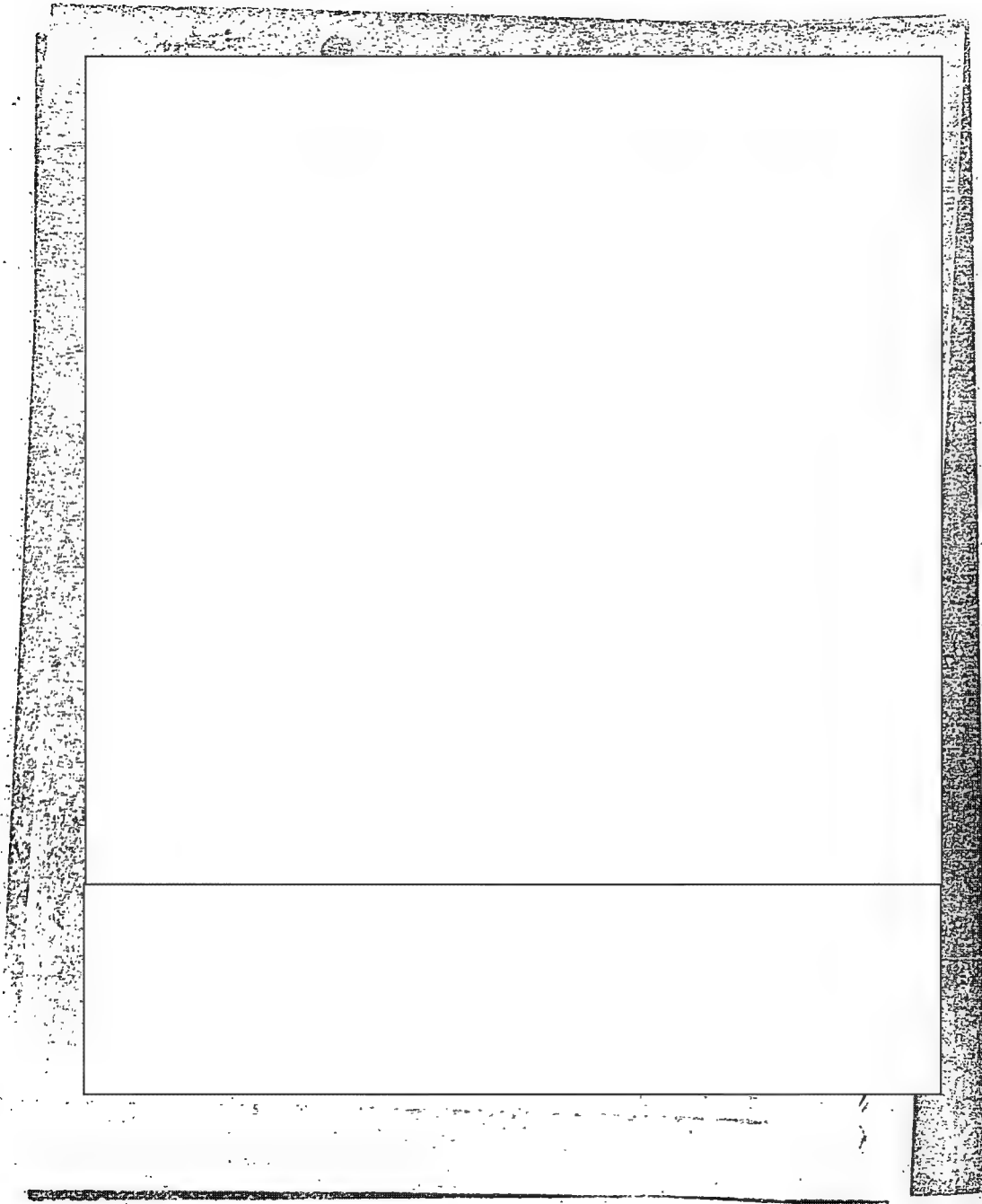
SECRET

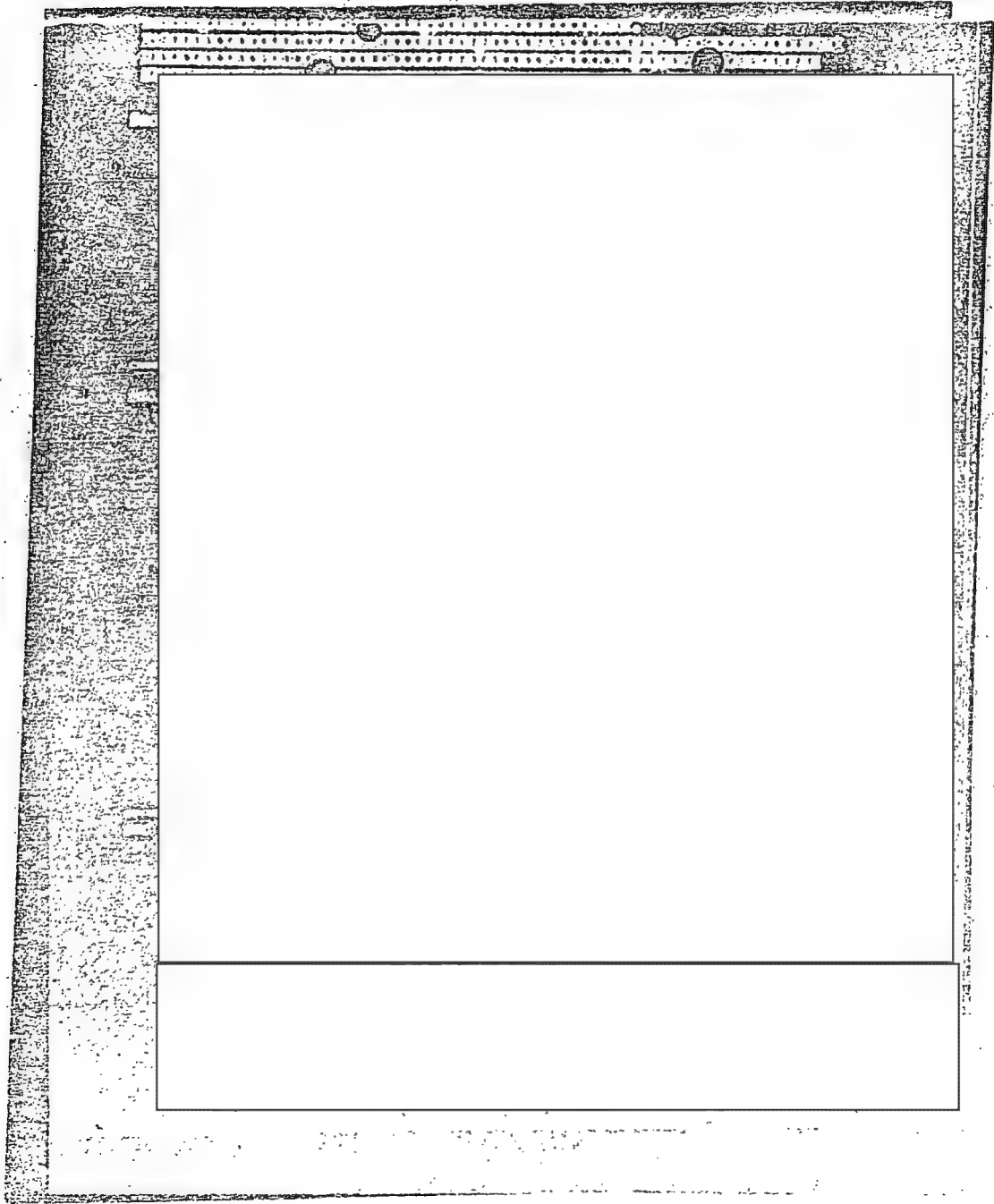


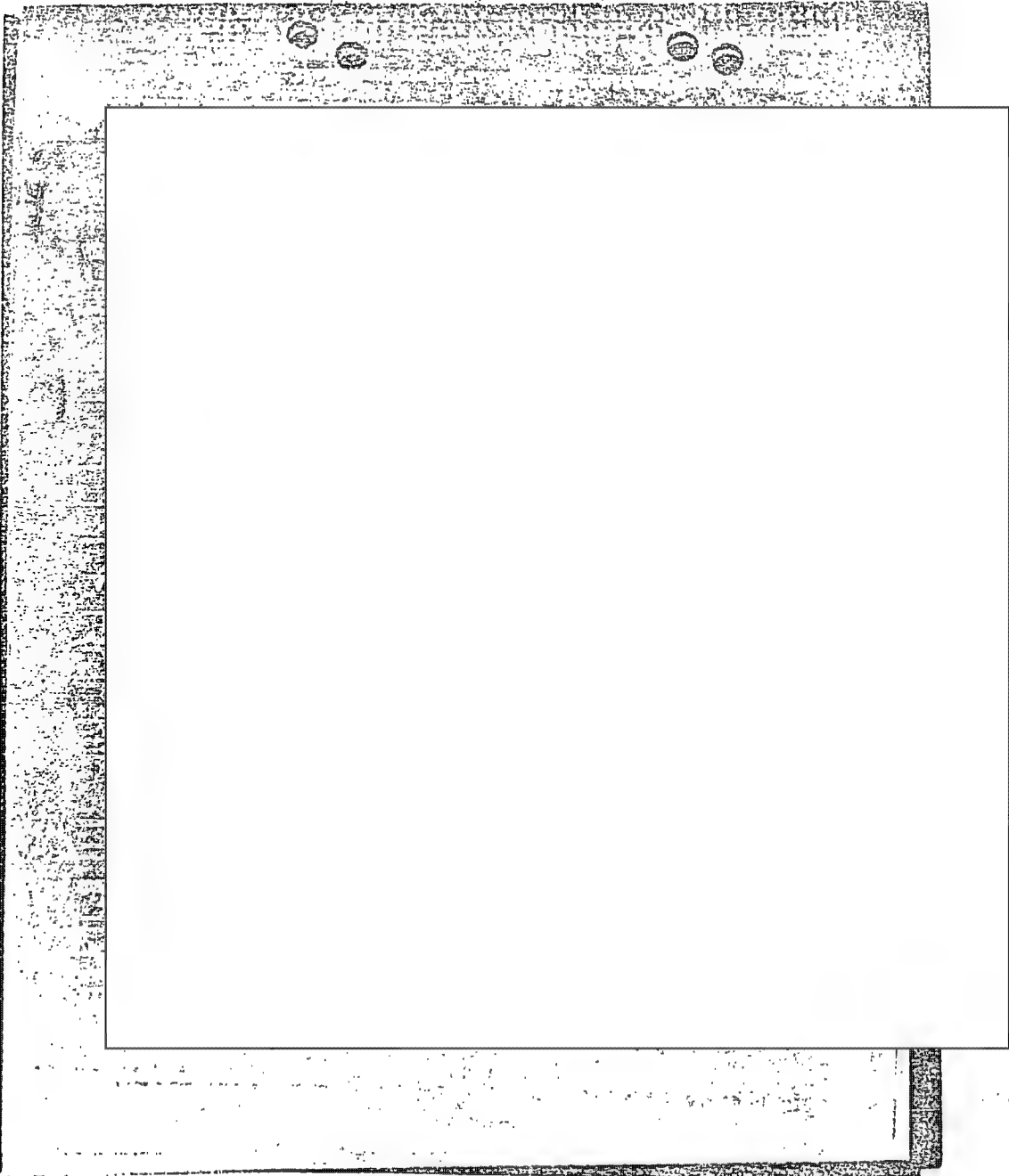
PERSONAL HISTORY STATEMENT

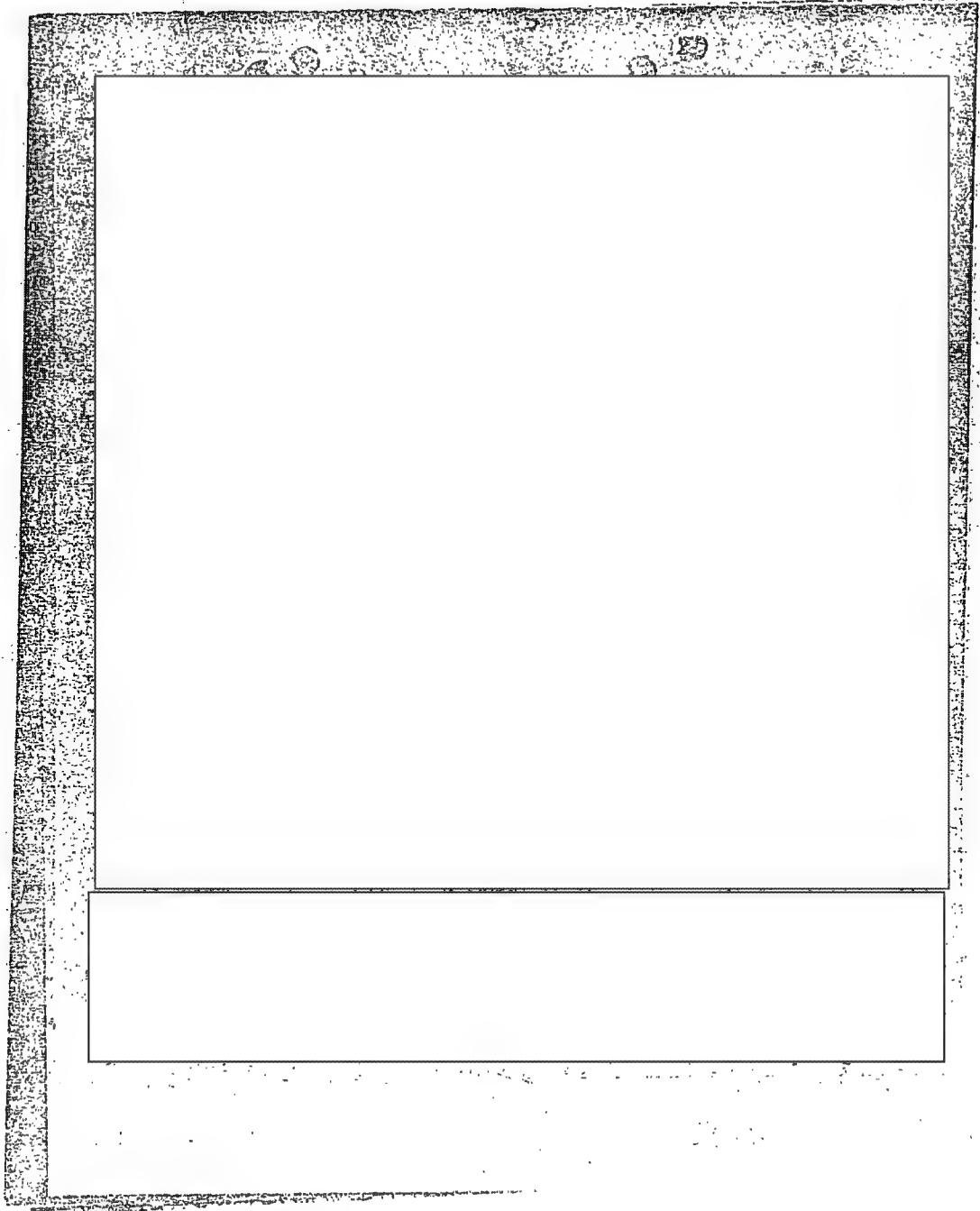
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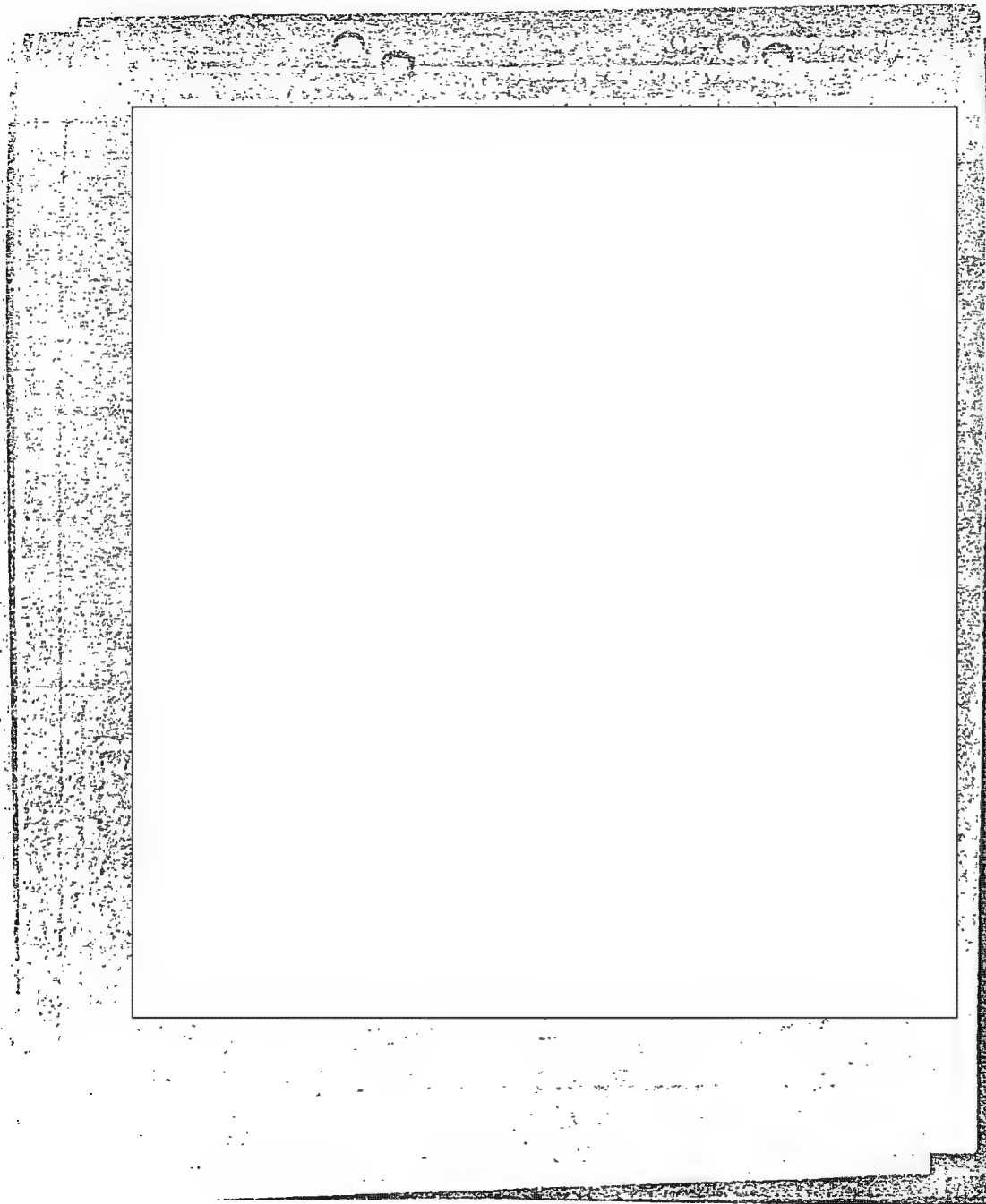
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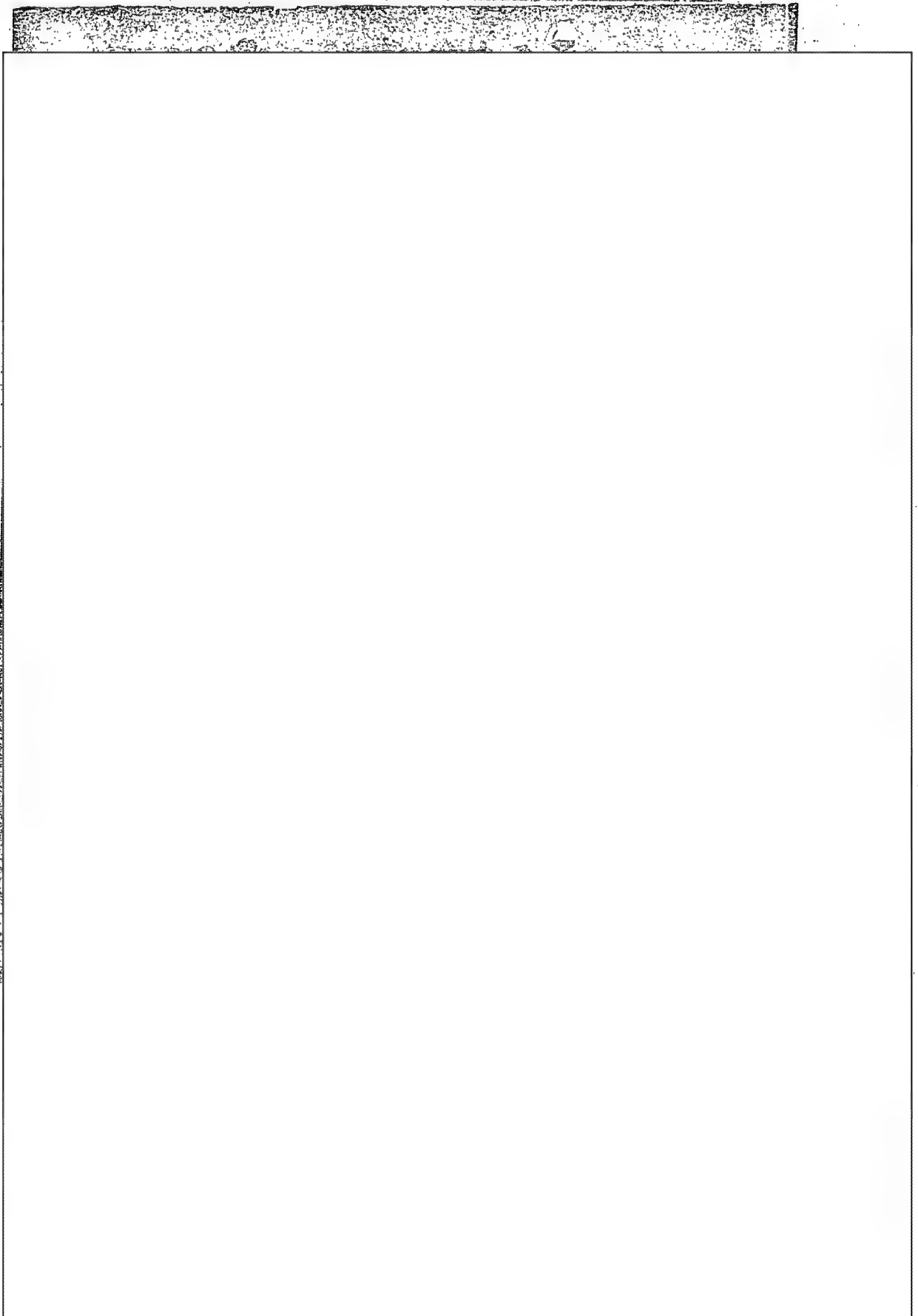


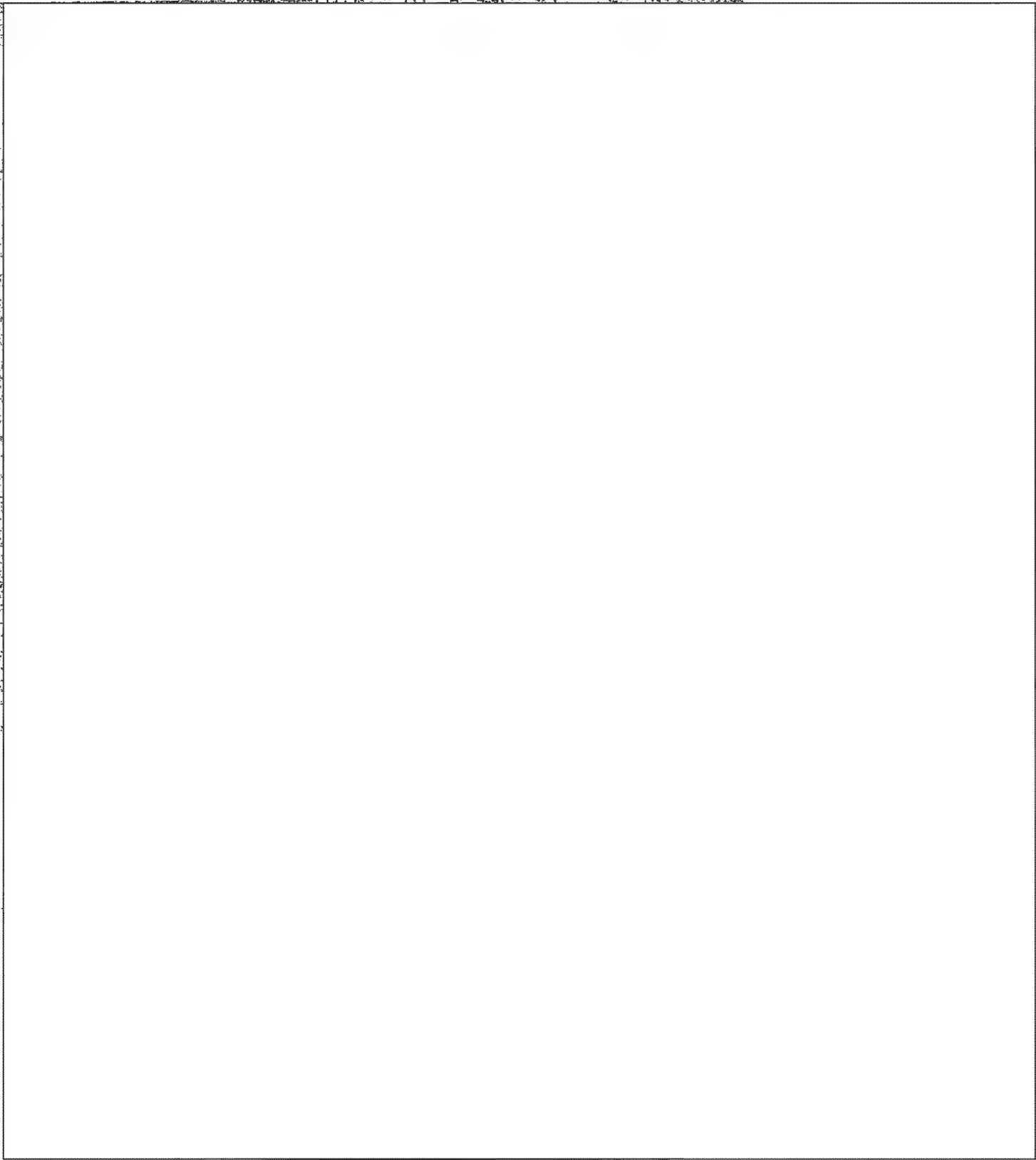




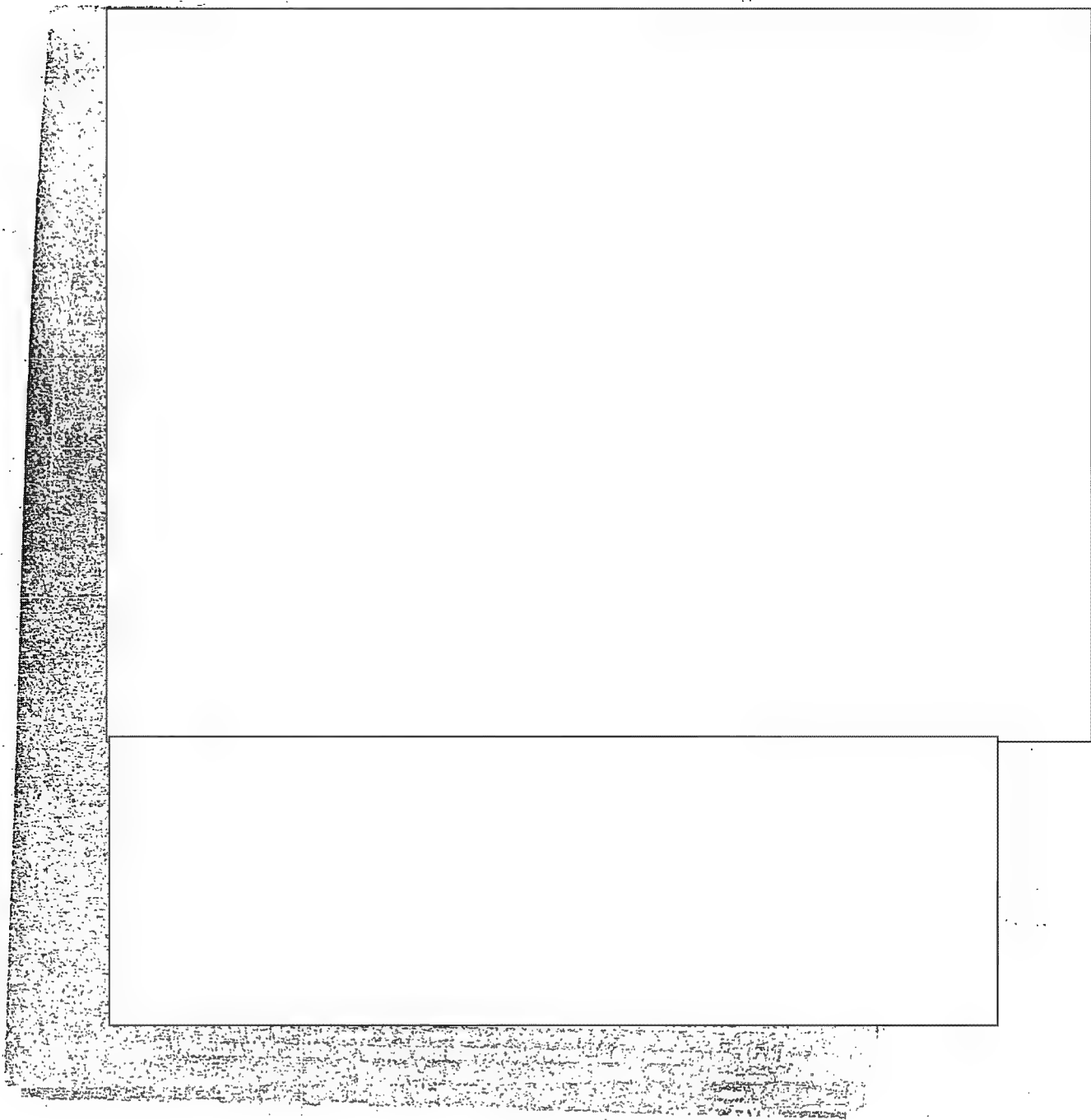


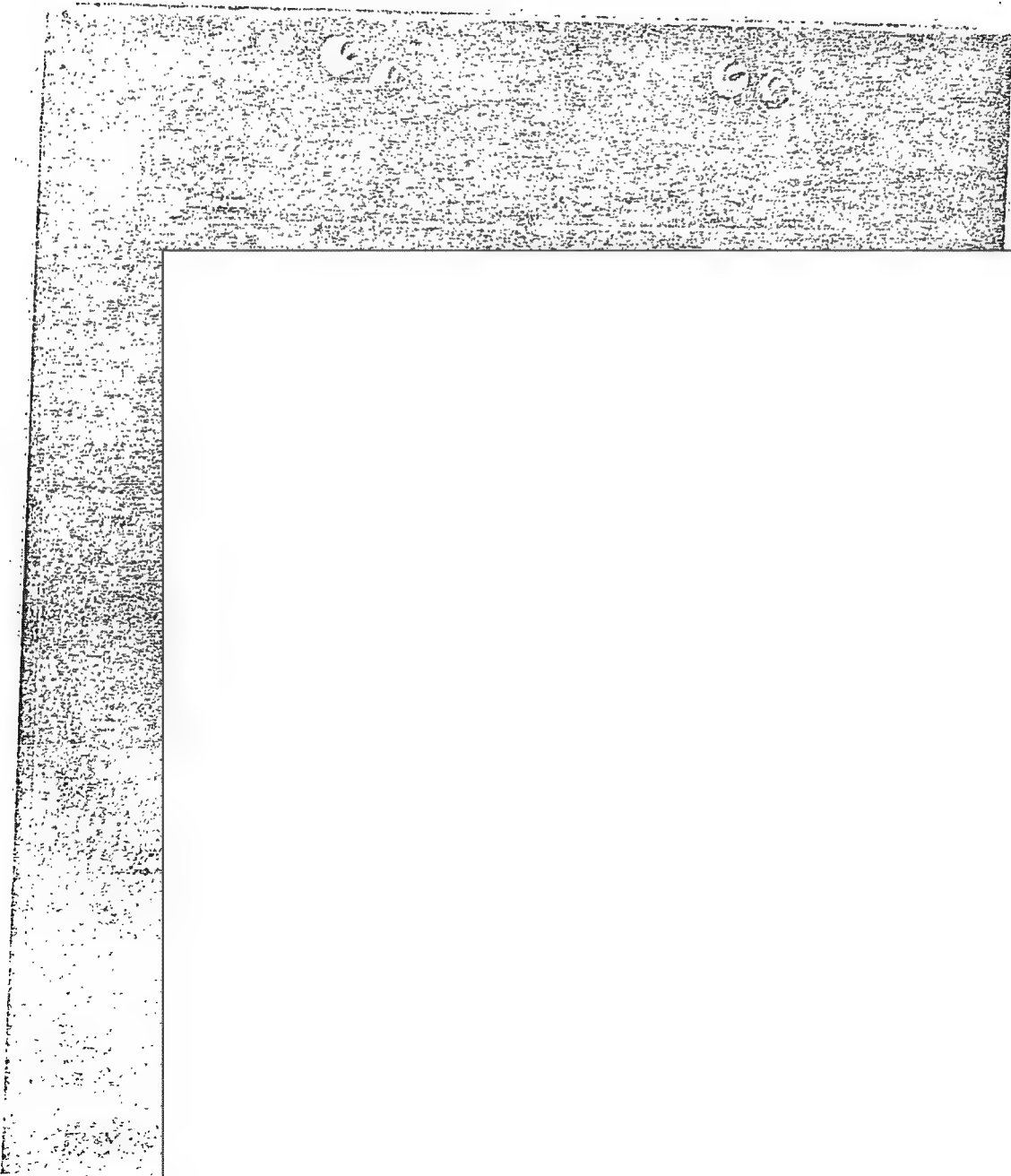


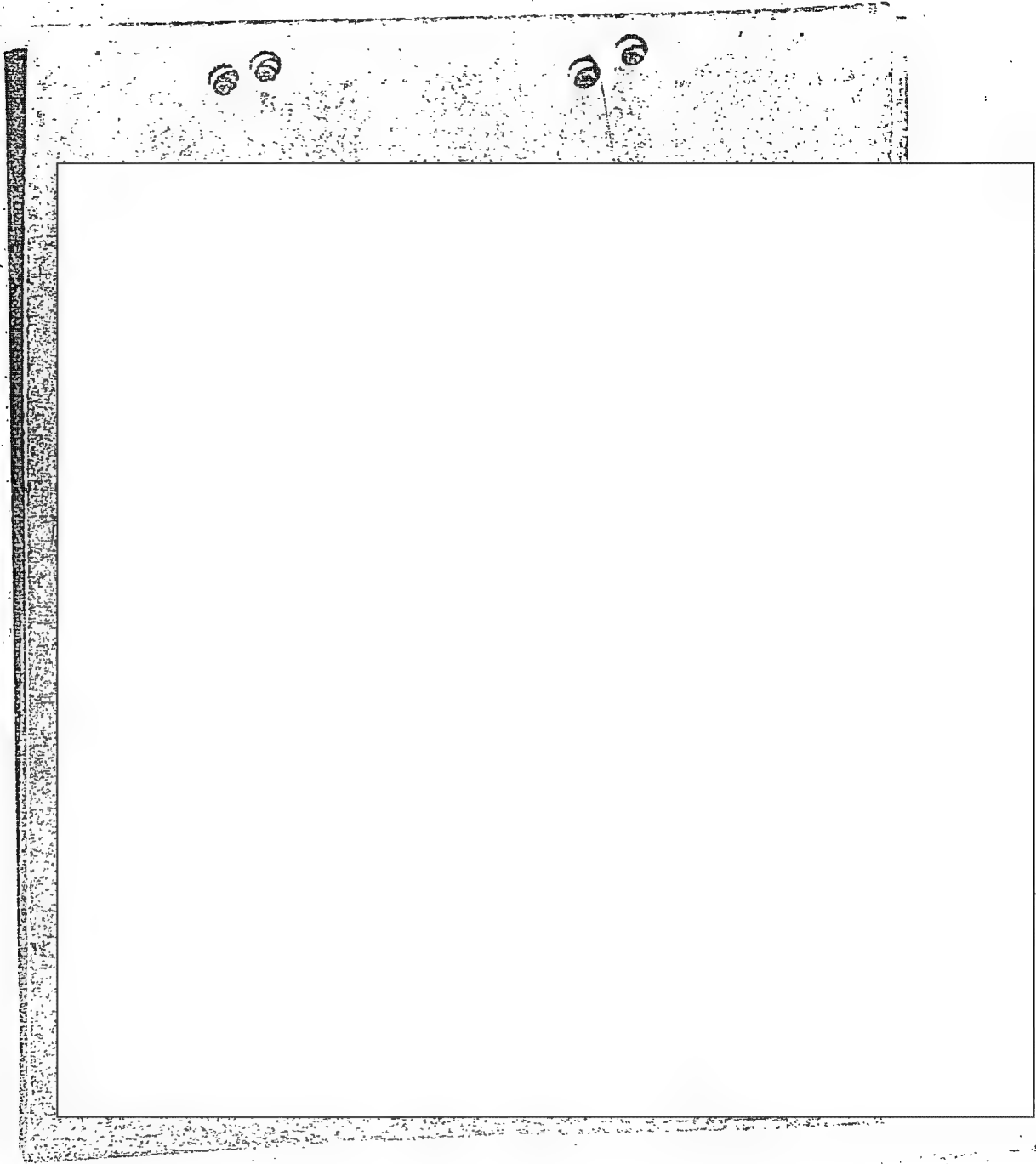


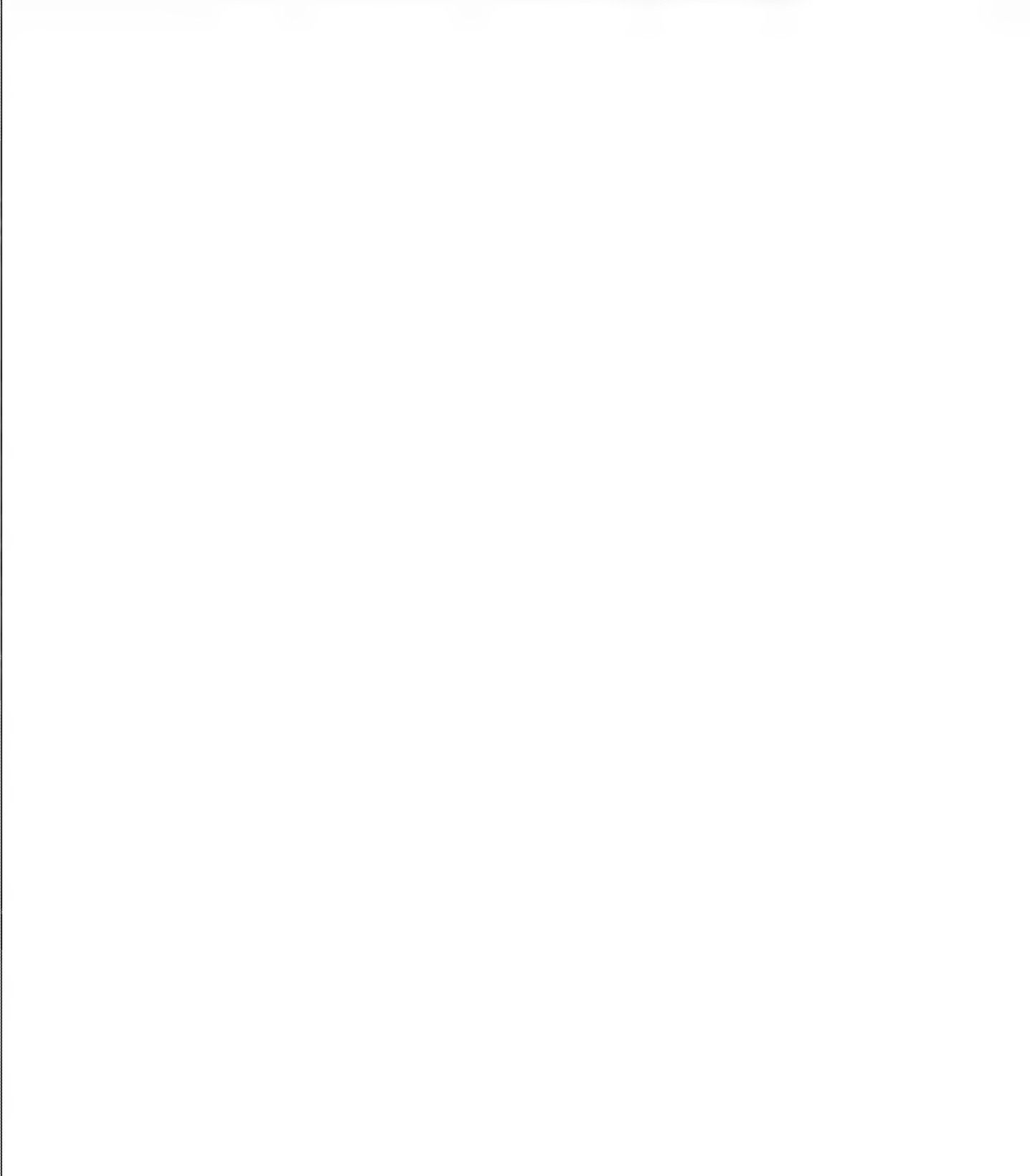
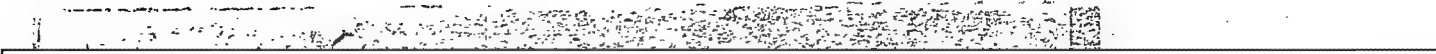


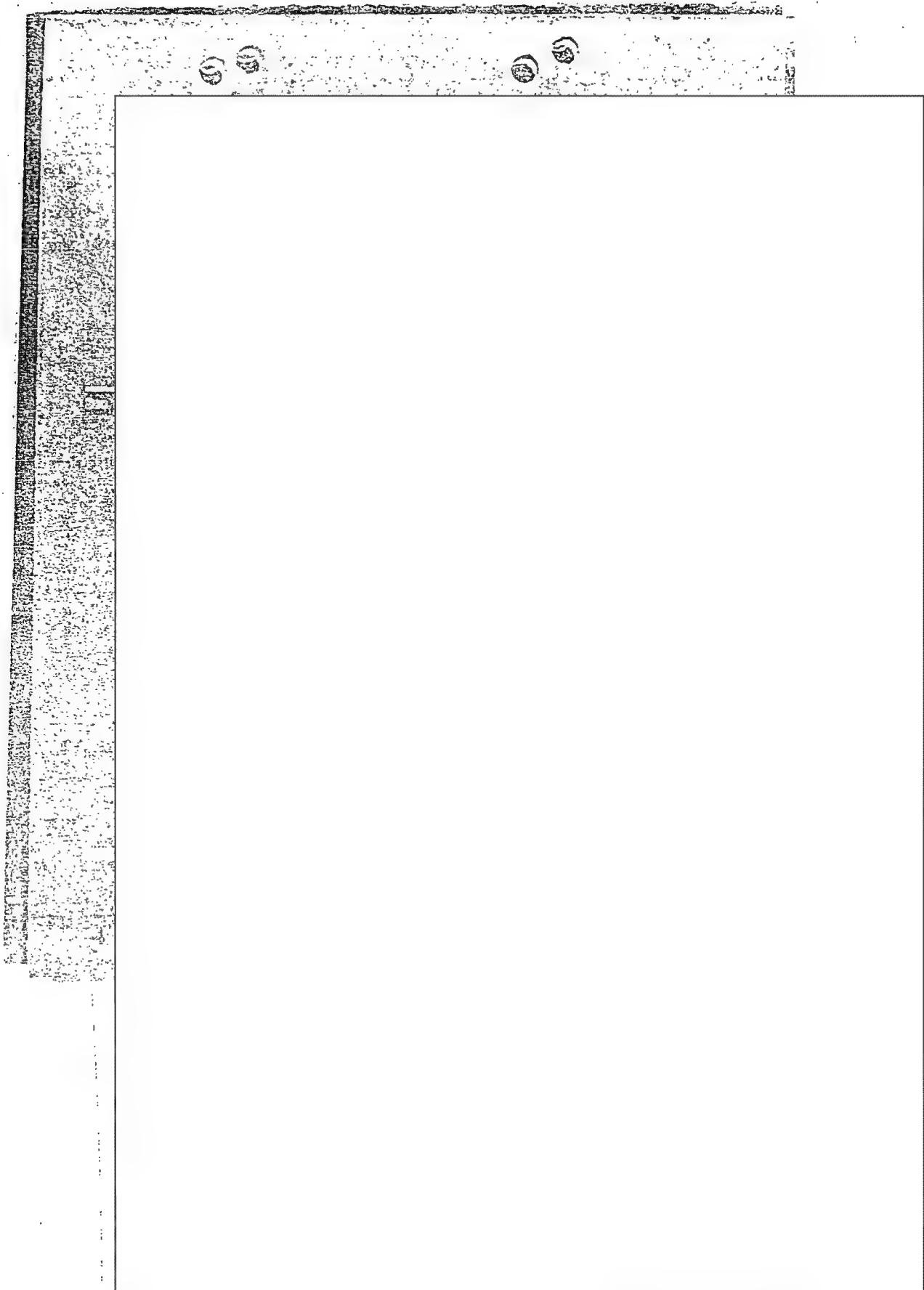


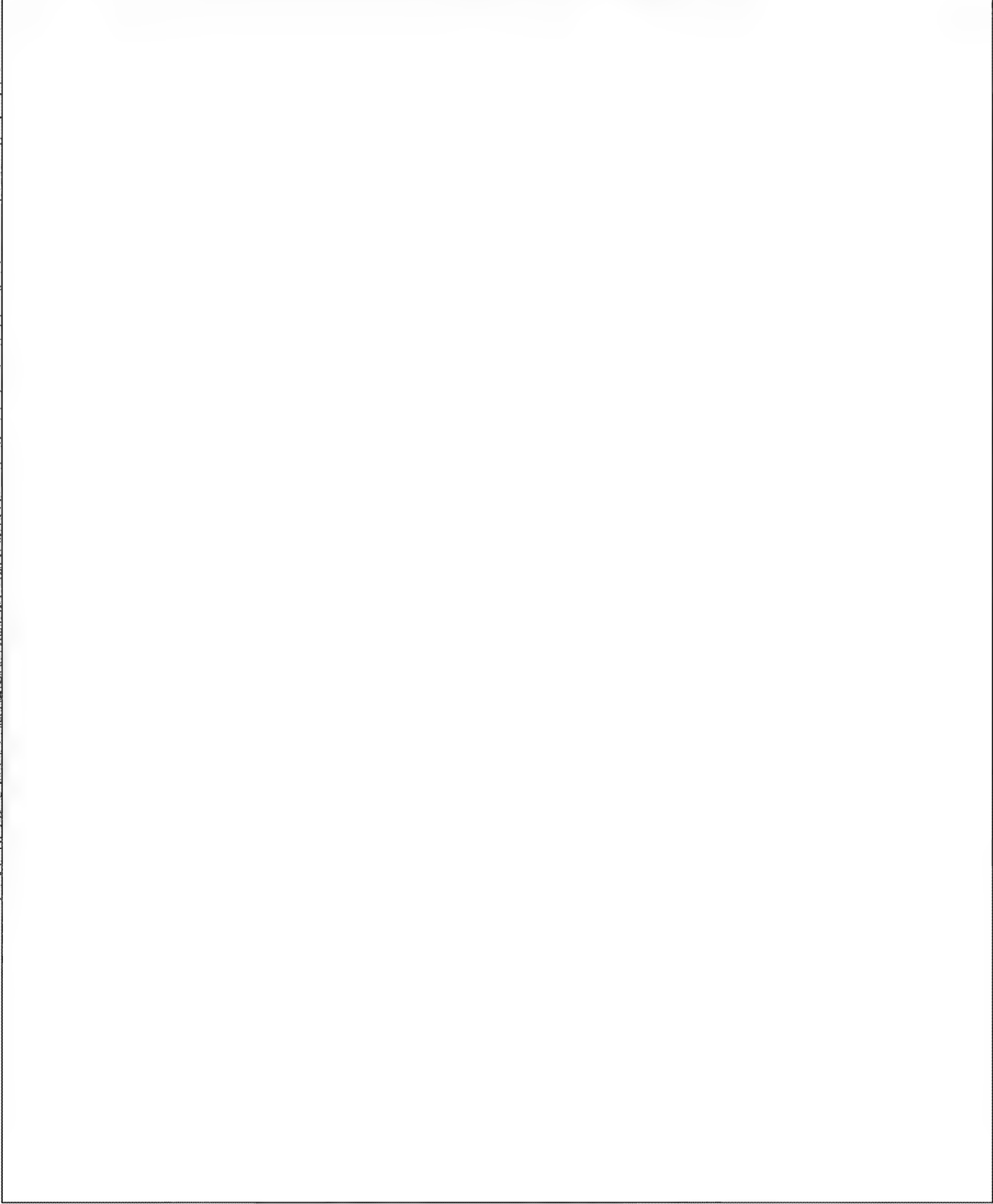


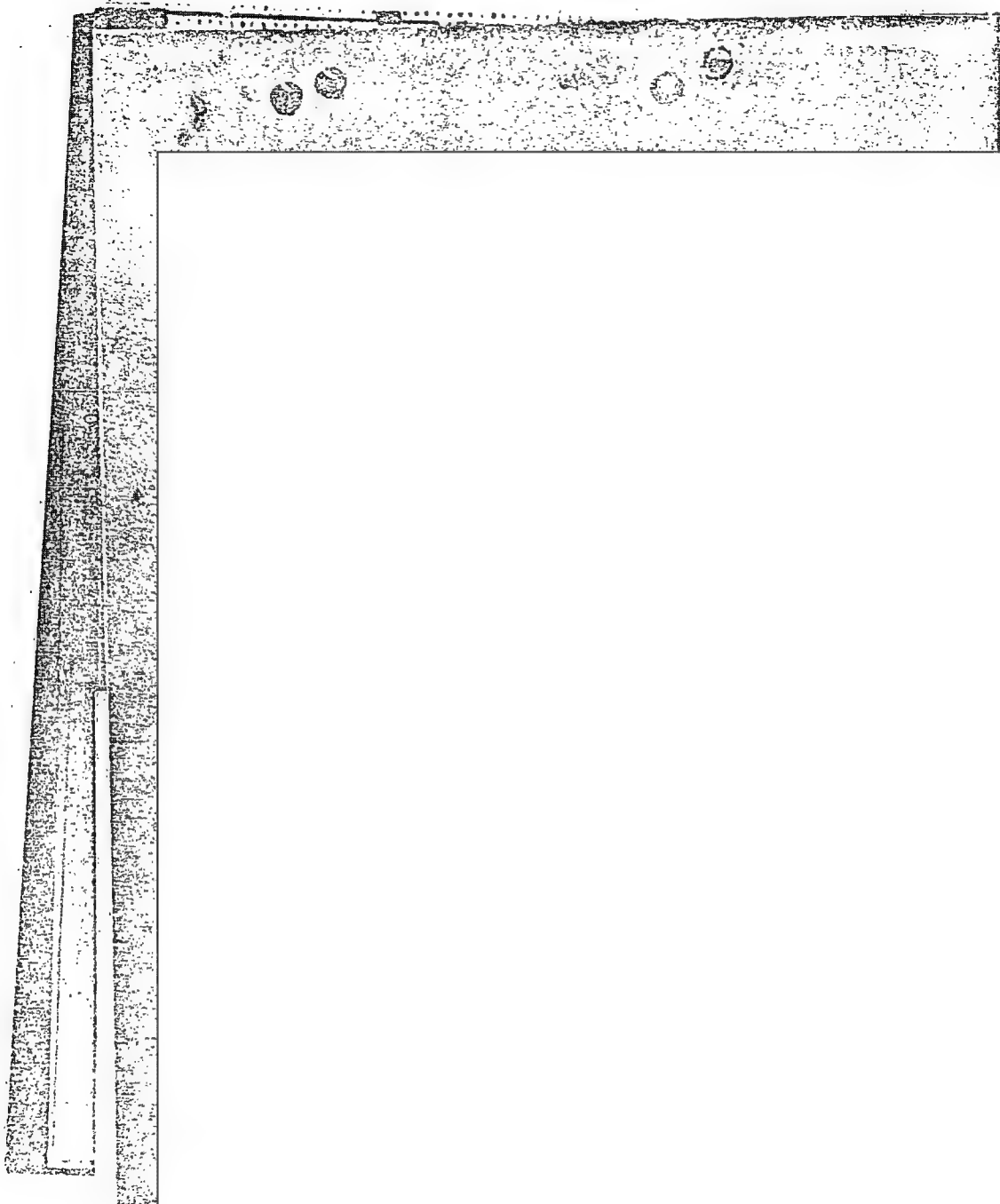


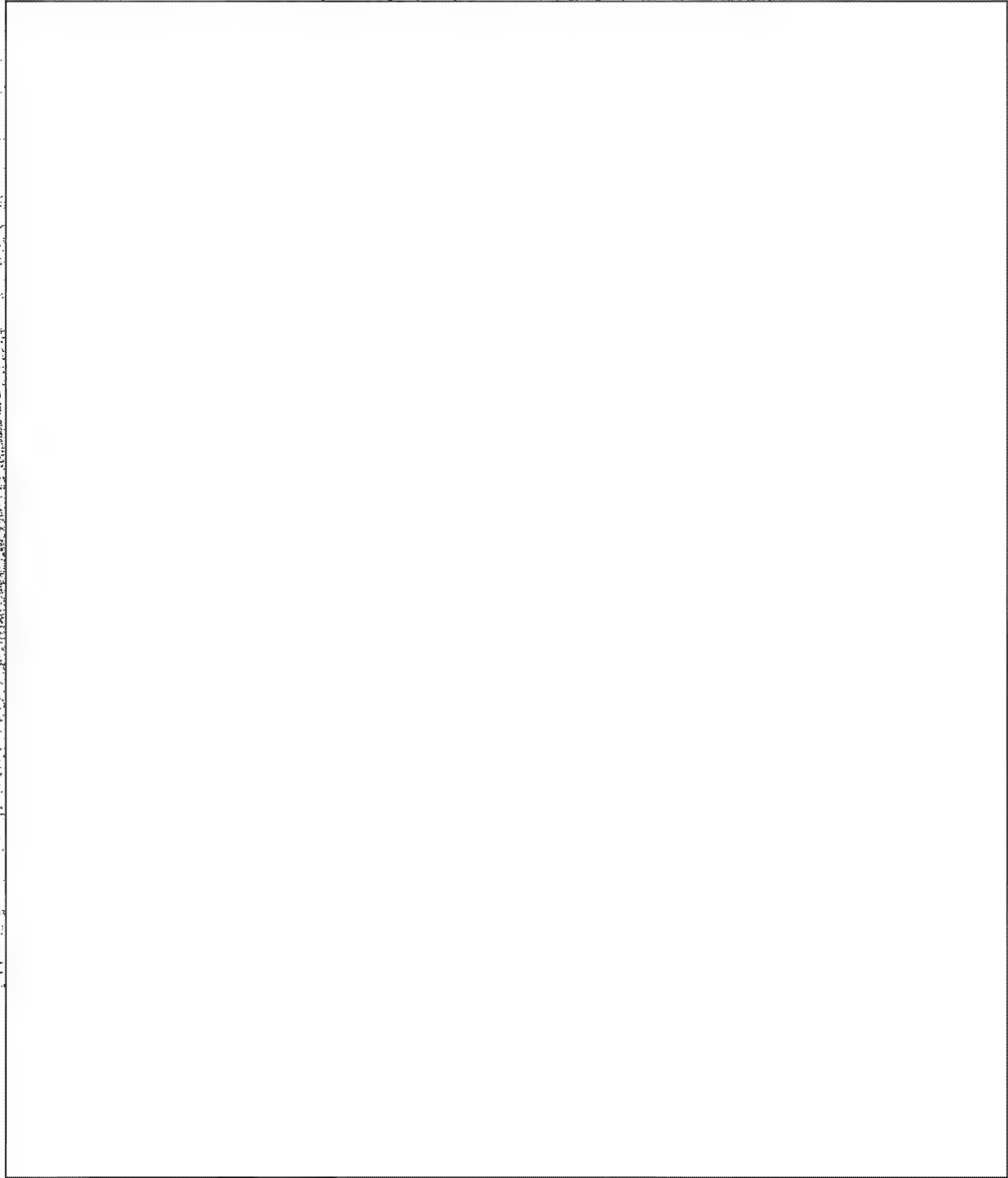














**SECRET**  
(When Filled In)

<b>REQUEST FOR SECURITY CLEARANCE</b>						REQUEST NO. (11-6) <b>42076</b>
NAME <span style="float: right;">(18-22)</span>						REQUEST DATE (10-11) <b>5 Aug 66</b>
POSITION TITLE <b>IO- Program Eval.</b>		POSITION NUMBER (31-32)		OCCUP. CODE (37-43)		GRADE (44-46) <b>C8-16</b>
LOCATION (CITY, STATE, COUNTRY) <b>Washington, D.C.</b>		ASSIGNMENT (OFFICE, DIVISION, BRANCH) <b>DCI/PPB/Planning &amp; Prog. Div/Prog. Anal. Br.</b>				USCM CODE (48-49) <b>Anal. Br.</b>
TYPE OF APPLICANT		CONVERSION ACTION		IF OTHER, SPECIFY		TYPE OF APPL. (40)
REGULAR <input type="checkbox"/>		CONSULTANT <input type="checkbox"/>		MILITARY <input type="checkbox"/>		NOGTR. & FUND (50)
CONTRACT <input type="checkbox"/>		SA-3B				
NAME OF <span style="float: right;">(18-22)</span>		TYPE OF ASSIGNMENT AND FUNDS				CLEARANCE (31)
		HQR <input type="checkbox"/>		USP <input type="checkbox"/>		SECRET <input type="checkbox"/>
		FF <input type="checkbox"/>		V <input type="checkbox"/>		
CLEARANCE REQUIRED		PROVISIONAL FOR UNCLAS. NAME OF POOL OR GROUP				FULL <input type="checkbox"/>
		<b>Full Clearance</b>				
ATTACHMENTS		PERSONAL HISTORY STATEMENT		APPENDIX I		RECRUIT. CODE (52-54)
		PHOTOGRAPHS		APPENDIX II		VET. PREF. & SER (55)
VETERANS STATUS		MALE - VETERAN <input type="checkbox"/>		FEMALE - VETERAN <input type="checkbox"/>		
		MALE - NON-VETERAN <input type="checkbox"/>		FEMALE - NON-VETERAN <input type="checkbox"/>		
<p>Security #: <b>6016</b></p> <p>Clearance memo to SA Branch/CFD Attn: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> <b>5 B 69</b></p>						
SPACE BELOW FOR OS USE ONLY						

CONFIDENTIAL  
(When Filled In)

SECURITY APPROVAL

DATE : 30 July 1966

YOUR  
REFERENCE: 42076

CASE NO. : 60164

TO : Director of Personnel

ATTN :

SUBJECT :

1. This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.
2. Unless arrangements are made for entrance on duty within 150 days, this approval becomes invalid.
3. As part of the entrance on duty processing:
  - A personal interview in the Office of Security must be arranged.
  - A personal interview is not necessary.
  - Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty.
4. This is a Conversion case.

FOR THE DIRECTOR OF SECURITY:

Chief, Personnel Security Division

CONFIDENTIAL  
(When Filled In)

STAFF AGENT CLEARANCE

DATE : 9 November 1968

YOUR REFERENCE: 15100

CASE NO. : 60153

TO : Chief, Contract Personnel Division

ATTN. : Staff Agents Branch

SUBJECT :

1. This is to advise that a security clearance is granted for the employment of the Subject as a Staff Agent GS-16, by DDP/DCD in the capacity of Operations Officer [redacted]

2. If your office should desire at a later date to change the status or use of the Subject, a request to cover any proposed change should be submitted to this office.

3. Unless arrangements are made within 60 days for entrance on duty within 120 days, this Approval becomes invalid.

4. As a part of entrance on duty processing:

A personal interview in the Office of Security must be arranged by your office.

A personal interview is not necessary.

FORM 1989  
12-67

CONFIDENTIAL

19-401

**SECRET**  
(When Filled In)

REQUEST FOR SECURITY CLEARANCE				REQUEST NO. (11-2)
NAME (LAST, FIRST, MIDDLE)				15100
POSITION NUMBER (61 - 64)				REQUEST DATE (10-11)
JOB CODE (67 - 68)				5 Nov 1964
POSITION TITLE		ASSIGNMENT OFFICE, DIVISION, BRANCH		GRADE (43-64)
Ops Officer		DDP/DOD		GS-16
LOCATION (CITY, STATE, COUNTRY)		CONVERSION SECTION		ORNL CODE (45-65)
TYPE OF APPLICANT		TYPE OF APPL. (69)		DDOTR. & FUND (60)
<input checked="" type="checkbox"/> CONTRACT <input type="checkbox"/> MILITARY		SE9SA		
INDICATE NAME OF POOL OR GROUP		TYPE OF ASSIGNMENT AND FUNDS		CLEARANCE (81)
CPD		<input type="checkbox"/> HGS <input type="checkbox"/> CSP <input type="checkbox"/> PF <input type="checkbox"/> V <input type="checkbox"/> UV <input type="checkbox"/> SECRET <input type="checkbox"/> FULL		
CLEARANCE REQUIRED				REURNT. CODE (28-62)
COVERT SECURITY CLEARANCE				
ATTACHMENTS		REQUEST FOR WAIVER		VET PREF. & SEE (82)
PERSONAL HISTORY STATEMENT		APPENDIX A		
PHOTOGRAPHS		APPENDIX B		
REPORT OF INTERVIEW				
VETERANS STATUS				
<input type="checkbox"/> MALE - VETERAN <input type="checkbox"/> MALE - NON-VETERAN		<input type="checkbox"/> FEMALE - VETERAN <input type="checkbox"/> FEMALE - NON-VETERAN		

Security #: 60164

Case Officer: [redacted] Code II x6860

Clearance memo to SA Branch/CPD  
[redacted]  
5 E 69.

SPACE BELOW FOR OS USE ONLY

CONFIDENTIAL

DATE 24 May 1959

PROT 9-258

TO : FE

Director of Security

Director of Personnel

FROM : Chief, Communications Security Staff

SUBJECT: Notification of Cryptographic Clearance

1. Subject employee has been granted a cryptographic clearance under the provisions of CIA Regulation 90-500. Clearance is effective 25 May 1959.

2. Subject has been informed of the granting of clearance, has been briefed concerning cryptographic and related communications security matters, and has signed a Briefing Statement acknowledging responsibility for the protection of cryptographic information.

3. When Subject employee no longer requires the clearance in order to perform his assigned duties, it is requested that the Communications Security Staff (2411 "F" Bldg., Ext. 3021) be notified by FE that the clearance may be revoked.

FOR THE CHIEF, COMMUNICATIONS:

Distribution:

- 1 - FE
- 1 - Security Office (Briefing Statement attached)
- 1 - Personnel Office
- 1 - CC-S/PROT File

CONFIDENTIAL

*67  
Sec Div (11/1/52)*

**SECRET**  
CONFIDENTIAL  
SECURITY INFORMATION  
**SECURITY APPROVAL**

*div.*

Date: 28 July 1952

TO: Chief, Covert Personnel Division

Your Reference: L-5937-A

FROM: <sup>Acting</sup> Chief, Security Division

Case Number: 60164

SUBJECT:

1. This is to advise you of security action in the subject case as indicated below:
  - Security approval is granted the subject person for access to classified information.
  - Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
  - The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.
2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
3. Subject is to be polygraphed as part of the EOD procedures.



**SECRET**  
CONFIDENTIAL

**SECRET**  
SECURITY INFORMATION**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Covert Personnel Division

DATE: 8 May 1952

FROM : Chief, Personnel Security Branch

SUBJECT:  60164

Reference is made to a memorandum dated 1 May 1952 from Lloyd George, Chief, FE, which is as follows.

"1. Full security clearance was issued 11 March 1952 for Subject's employment in the field as an I.O. (C) assigned

"3. It is therefore requested that Subject's security clearance be extended for a period of sixty days."

This is to advise that the security clearance granted 11 March 1952 is extended to 30 June 1952.

**SECRET**

FD2  
68.  
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~~CONFIDENTIAL~~  
SECURITY APPROVAL

mc

Date: 11 March 1952

TO: Chief, Covert Personnel Division

Your Reference: L-5937

FROM: Chief, Security Division

Case Number: 60164

SUBJECT:

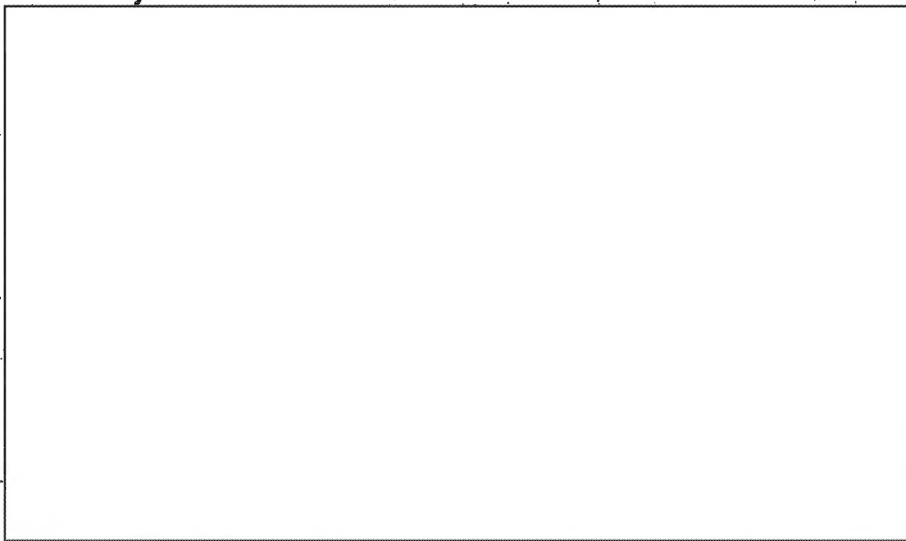
1. This is to advise you of security action in the subject case as indicated below:

Security approval is granted the subject person for access to classified information.

Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.



~~CONFIDENTIAL~~

f



RECORD OF  
PREVIOUS GOVERNMENT  
SERVICE RETURNED TO  
FEDERAL RECORDS CENTER IN  
ST. LOUIS, MO.

DATE 1 OCT 1974 *Wick*